

AGENDA
RAYTOWN PARKS & RECREATION BOARD
Monday, May 20, 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 –April 15, 2024, May 6th, 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- Marcus Germain

VI. New Business

1. LWCF budget extension
2. June meeting election of officers

VII. Other Business

VIII. Announcements

IX. Adjourn

- Next regular Meeting: Monday, June 17, 2024, 7 PM at Raytown Parks office

**Raytown Park Board
Minutes
April 15, 2024**

Attendance:

Park Board: Robbie Tubbs, Patrick Nelson, and Brian Morris. Zoom – Rhonda Herring, Dave Thurman, Brent Hugh, and Alderman Loretha Hayden

Staff: Dave Turner, Tony Mesa

Guests: Nate Jonjevic

A quorum was declared present and the meeting was called to order at 7:01 pm. Dave Thurman made a motion to approve the March 18, 2024 minutes. Brian Morris seconded and the motion passed.

Reports of Officers:

President – Robbie submitted a report from the Main Street Assoc. meeting.

Vice President – no report

Reports of Standing & Special Committees:

Personnel – no report

Finance – no report

Program - no report

Buildings & Grounds – no report

Main Street – nothing to report on Parks

Staff Reports:

Director – a written report was distributed.

Superintendent of Parks - a written report was distributed.

Recreation – no report

New Business:

1. Nate Jonjevic submitted the BMX 2024 Grant request for \$25,000, their financial reports for 2023 and budget for 2024 were included. Nate reported that construction on the straights and new turns are getting close to completion. They will host a State Race in August of 2025. They hope to get a national race in 2025, and to have a national race annually after that to help boost their funding. Rhonda Herring made a motion to approve the \$25,000 request. Patrick Nelson seconded and the motion passed.
2. David Turner reported on the upcoming budget items for FY2024-2025, and the feedback from the board was to stay on the conservative side with our expenses considering the grant projects that are underway.
3. David Turner requested a special Park Board meeting be held on May 6th to review the LWCF bids that are due on May 1st. Brian Morris made a motion to hold the special meeting. Patrick Nelson seconded and the motion passed.
4. Brian Morris made a motion to adjourn at 7:44 pm. Dave Thurman seconded and the motion passed.

**Raytown Park Board
Special Meeting
Monday, May 6, 2024**

Attendance:

Park Board: Dave Thurman, Brian Morris, Evan Gorrell, Patrick Nelson, Robbie Tubbs, Melina Alford

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

Guests: Alderman Loretha Hayden

A quorum was declared and the meeting was called to order at 6:32 pm.

New Business:

1. 53rd St. Site Demotion – LWCF Grant – bid opening May 1, 2024. We received 5 bids from Genesis Environmental Solutions, Inc., Highway Enterprises, Inc., MegaKC Corporation, Max Commercial Construction, and Phillips Sitework Co. Inc. The low bidder was Genesis Environmental Solutions, Inc. with a bid of \$949,397.03. George Butler Associates, Inc., recommends we award the construction contract to Genesis Environmental Solutions, Inc. Evan Gorrell made a motion to award the contract to Genesis Environmental Solutions, Inc. Brian Morris seconded and the motion passed.
2. Evan Gorrell made a motion to adjourn at 6:47 pm. Brian Morris seconded and the motion passed.



Budget Report

Account Summary

For Fiscal: 2023-2024 Period Ending: 05/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION							
Revenue							
<u>201-00-00-100-41205</u>	Parks/Storm Water Capital Sales Ta	370,000.00	370,000.00	32,589.65	213,750.97	-156,249.03	42.23 %
<u>201-00-00-100-46102</u>	Investment Income	17,000.00	17,000.00	0.00	16,656.66	-343.34	2.02 %
<u>201-00-00-100-46401</u>	Miscellaneous Revenue	0.00	0.00	0.00	78.00	78.00	0.00 %
<u>201-92-00-000-42127</u>	Credit Card Processing Fee	968.00	968.00	121.47	622.64	-345.36	35.68 %
<u>201-92-00-100-41101</u>	Real Estate Tax	559,998.00	559,998.00	1,425.30	482,939.99	-77,058.01	13.76 %
<u>201-92-00-100-41102</u>	Personal Property Tax	107,184.00	107,184.00	1,282.31	79,143.70	-28,040.30	26.16 %
<u>201-92-00-100-41104</u>	Delinquent Real Estate Taxes	12,000.00	12,000.00	850.22	7,871.99	-4,128.01	34.40 %
<u>201-92-00-100-41105</u>	Penalties	9,900.00	9,900.00	633.98	5,590.99	-4,309.01	43.53 %
<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	18,500.32	-1,199.68	6.09 %
<u>201-92-00-100-41108</u>	Replacement Tax	28,500.00	28,500.00	0.00	32,740.70	4,240.70	114.88 %
<u>201-92-00-100-41110</u>	Circuit Breaker Refund	-680.00	-680.00	0.00	-348.80	331.20	51.29 %
<u>201-92-00-100-41111</u>	Delinquent Property Tax Revenue	9,700.00	9,700.00	630.67	9,437.37	-262.63	2.71 %
<u>201-92-00-100-41112</u>	Contra Land Trust Account	0.00	0.00	-468.35	-468.35	-468.35	0.00 %
<u>201-92-00-100-43101</u>	TRIM Grant	31,500.00	31,500.00	0.00	19,300.00	-12,200.00	38.73 %
<u>201-92-00-100-46101</u>	Interest Earnings	30,000.00	30,000.00	2,845.52	16,931.35	-13,068.65	43.56 %
<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	120.00	-1,380.00	92.00 %
<u>201-92-00-100-47105</u>	Shelter House Rental Fees	25,000.00	25,000.00	2,000.00	18,975.86	-6,024.14	24.10 %
<u>201-92-00-100-47110</u>	Sports Field Rental Fees	1,500.00	1,500.00	0.00	3,946.29	2,446.29	263.09 %
<u>201-92-00-100-47116</u>	Vending Machine-Kenagy	1,200.00	1,200.00	0.00	206.90	-993.10	82.76 %
<u>201-92-00-100-47204</u>	Team Sports League	24,000.00	24,000.00	495.00	1,712.00	-22,288.00	92.87 %
<u>201-92-00-100-47220</u>	Donations	11,000.00	11,000.00	2,250.00	8,650.00	-2,350.00	21.36 %
<u>201-92-00-100-47425</u>	Other Income	0.00	0.00	421.60	13,038.74	13,038.74	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 %
	Revenue Total:	2,830,970.00	2,830,970.00	45,077.37	953,611.34	-1,877,358.66	66.32%
Expense							
<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	2,992.20	19,487.68	14,112.32	42.00 %
<u>201-92-00-100-51102</u>	Civilian Employees	489,668.00	489,668.00	21,707.78	260,999.41	228,668.59	46.70 %
<u>201-92-00-100-51106</u>	Part Time Employees	26,250.00	26,250.00	97.25	1,326.05	24,923.95	94.95 %
<u>201-92-00-100-51111</u>	Civilian Employees Overtime	7,075.00	7,075.00	305.78	1,768.48	5,306.52	75.00 %
<u>201-92-00-100-51206</u>	Life Ins	1,086.00	1,086.00	0.00	619.11	466.89	42.99 %
<u>201-92-00-100-51212</u>	Deferred Compensation - 401 A	2,963.00	2,963.00	162.71	2,150.19	812.81	27.43 %
<u>201-92-00-100-51214</u>	Civilian Pension - LAGERS	69,533.00	69,533.00	2,986.94	37,278.04	32,254.96	46.39 %
<u>201-92-00-100-51215</u>	Health Insurance	76,849.00	76,849.00	2,813.16	36,444.30	40,404.70	52.58 %
<u>201-92-00-100-51218</u>	Med Exp - HSA contribution	6,000.00	6,000.00	0.00	2,228.64	3,771.36	62.86 %
<u>201-92-00-100-51220</u>	Dental	5,271.00	5,271.00	185.64	2,404.50	2,866.50	54.38 %
<u>201-92-00-100-51221</u>	Vision	996.00	996.00	40.52	524.72	471.28	47.32 %
<u>201-92-00-100-51225</u>	FICA	40,390.00	40,390.00	1,608.48	19,309.11	21,080.89	52.19 %
<u>201-92-00-100-51231</u>	Auto Allowance	4,980.00	4,980.00	0.00	2,385.00	2,595.00	52.11 %
<u>201-92-00-100-51233</u>	Phone Allowance	3,360.00	3,360.00	0.00	1,640.00	1,720.00	51.19 %
<u>201-92-00-100-51240</u>	Workers Compensation Insurance	18,583.00	18,583.00	1,902.05	13,314.35	5,268.65	28.35 %
<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	298.86	1,100.08	2,349.92	68.11 %
<u>201-92-00-100-52233</u>	Uniforms	3,300.00	3,300.00	0.00	147.99	3,152.01	95.52 %
<u>201-92-00-100-52250</u>	Professional Services	1,100.00	1,100.00	0.00	11.23	1,088.77	98.98 %

Budget Report

For Fiscal: 2023-2024 Period Ending: 05/31/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>201-92-00-100-53200</u>	Repair & Maintenance Supplies	94,700.00	94,700.00	43.63	28,314.34	66,385.66 70.10 %
<u>201-92-00-100-53201</u>	Fuel	15,000.00	15,000.00	0.00	3,359.39	11,640.61 77.60 %
<u>201-92-00-100-53100</u>	Postage	500.00	500.00	0.00	3.70	496.30 99.26 %
<u>201-92-00-100-53241</u>	Printing & Promotions	1,500.00	1,500.00	0.00	210.18	1,289.82 85.99 %
<u>201-92-00-100-53301</u>	Dues & Memberships	2,900.00	2,900.00	0.00	810.00	2,090.00 72.07 %
<u>201-92-00-100-53401</u>	Electricity	38,000.00	38,000.00	0.00	14,019.07	23,980.93 63.11 %
<u>201-92-00-100-53411</u>	Gas	3,300.00	3,300.00	0.00	2,919.15	380.85 11.54 %
<u>201-92-00-100-53421</u>	Water	7,200.00	7,200.00	0.00	2,370.08	5,329.92 69.22 %
<u>201-92-00-100-53431</u>	Telephone	7,200.00	7,200.00	523.60	3,067.14	4,132.86 57.40 %
<u>201-92-00-100-53500</u>	Equipment Expense	1,700.00	1,700.00	14.77	57.63	1,642.37 96.61 %
<u>201-92-00-100-53600</u>	Repair & Maintenance Services	1,500.00	1,500.00	75.00	375.00	1,125.00 75.00 %
<u>201-92-00-100-53644</u>	Computer Services	9,000.00	9,000.00	214.40	1,156.80	7,843.20 87.15 %
<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	1,020.68	329.32 24.39 %
<u>201-92-00-100-53813</u>	General Liability Insurance	44,000.00	44,000.00	3,934.39	27,540.73	16,459.27 37.41 %
<u>201-92-00-100-53951</u>	Bank Charges	4,300.00	4,300.00	160.15	2,012.68	2,287.32 53.19 %
<u>201-92-00-100-53999</u>	Miscellaneous Contractual	136,800.00	136,800.00	10,499.00	26,871.60	109,928.40 80.36 %
<u>201-92-00-100-54500</u>	Recreational Programming	51,800.00	51,800.00	2,120.64	9,059.67	42,740.33 82.51 %
<u>201-92-00-100-55000</u>	Vehicle Expense	9,800.00	9,800.00	0.00	2,223.35	7,576.65 77.31 %
<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	3,692.60	5,500.60	906,499.40 99.40 %
<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 %
	Expense Total:	3,299,004.00	3,299,004.00	56,379.55	555,081.45	2,743,922.55 83.17%
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-468,034.00	-468,034.00	-11,302.18	398,529.89	866,563.89 185.15%
	Report Surplus (Deficit):	-468,034.00	-468,034.00	-11,302.18	398,529.89	866,563.89 185.15%

Budget Report

For Fiscal: 2023-2024 Period Ending: 05/31/2024

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	45,077.37	953,611.34	-1,877,358.66	66.32%
Expense	3,299,004.00	3,299,004.00	56,379.55	555,081.45	2,743,922.55	83.17%
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-468,034.00	-468,034.00	-11,302.18	398,529.89	866,563.89	185.15%
Report Surplus (Deficit):	-468,034.00	-468,034.00	-11,302.18	398,529.89	866,563.89	185.15%

Budget Report

For Fiscal: 2023-2024 Period Ending: 05/31/2024

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	-11,302.18	398,529.89	866,563.89
Report Surplus (Deficit):	-468,034.00	-468,034.00	-11,302.18	398,529.89	866,563.89

Fund Balance Report

As Of 05/16/2024



City of Raytown, MO

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	1,074,511.00	953,611.34	555,782.81	1,472,339.53
Report Total:	1,074,511.00	953,611.34	555,782.81	1,472,339.53

**Raytown Main Street Association
May 2024
Robbie Tubbs**

The Economic Development committee is looking into a HUD grant that will allow Raytown to restore historic structures along Main Street. We will know more about this next month.

Missy Wilson reported the city is looking for alternatives for the KCATA bus program. The cost is getting to be prohibitive. The BOA discussed partnering with IRIS transportation. The hours are more flexible, and the services are more cost-effective. They IRIS Transportation will allow residents to have on-demand services. Missy also said there will be a meeting for the Storm Water project at the Wellness Center on May 29 at 5:00 pm and 6:30 pm. There will also be meetings at the Public Library on May 30 at 5:30pm and 7:00 pm.

The Main Street Association will attend the Comprehensive Plan meeting at City Hall on May 21 at 9:30.

Jeff Hirst said if groups or organizations in Raytown have special events planned, the Chamber of Commerce will add that to their calendar.

Raytown Parks & Recreation Department
Director's Report
May 20, 2024

BOA - We will need to present our LWCF bid results on the second meeting in May to continue with the 53rd ST demo project, and to get the BMX grant appropriation. June 4th we will present the Parks yearly report.

53rd ST property LWCF – I have discussed the need for a budget extension with the MO-DNR grant managers, and have received their feedback on how to make that request through the Dept. of Interior.

OMNIBUS - I have received our fully executed Grant Agreement from HUD. We still have some environmental reporting to complete, but once that has been approved we should be able to start drawing down the grant funds for our engineering costs. We plan to start with the project work at Kenagy once we have access to DRGR reporting webpage.

Staff Survey 2024 - We have started with staff interviews and department needs with the Mejorando Group. Tony and MaryAnn will be part of the Parks focus group to give feedback to the staffing survey company. During my interview I was impressed with the level of conversation I had with Patrick Ibarra regarding the Parks future staffing and budget needs.

Tree City/TRIM – The 2024 TRIM grant application is starting for our fall and winter tree work. Tony has set up a meeting with the MO Conservation Dept at the end of the month to begin the process. This TRIM grant pays back 90% of total project costs.

George Butler & Associates - We have been working with GBA staff to find a new archeologist for LWCF grant project work at 53rd ST, and how to coordinate with Public Works to update their sanitary sewer line project which will take place concurrently with our demolition project.

Security after curfew - We have contacted our security contractors Metro Public Safety and what our expectations are for the 2024 spring/summer season. Our after curfew checks started April 15th.

Rice-Tremonti- We were contacted by the MO-DNR about applying an easement on the property. I did call and speak with the SHPO grant manager Andrew Dial. As of now there is no record of an easement.

Sculpture on the Move- I have been working with the two artists that will be installing our chosen pieces. Colman Park will receive the sculpture “Swirl” on May 20th, and City hall will have a new piece ”Open Low Poly Heart” by May 28th.

Homeless- We have seen an increase in the presence of homeless individuals in the Parks this spring. We have been making contact as we can to give them advice on the curfews in the Park properties. We also inform them that there are services available to help them with their current status. The Community Outreach from the Fire Dept and the company Rediscover are making a difference with this portion of the community.

Sports & Special Events- We are training Marcus Germain in his new full-time position. So far Marcus has been very good to work with.

Sales Tax Revenue- May Sales Tax was \$32,589.65.



May 2024

PARK MAINTENANCE REPORT



Horticulture / Right of Way

We are continuing to work on limb cleanup throughout the park system. We lost a tree in Southwood Park and will have more limbs throughout the spring storm season.

We have received reimbursement for the 2024 TRIM grant.

The Davey tree inventory will be front and center for the 2025 TRIM grant application process coming May 28th.

Park Maintenance

We have been pressure washing shelter houses and painting serving tables for the season.

We made one unsuccessful attempt at installing the fountain at Kenagy pond and had to stop and perform repairs on the fountain electrical system. Hopefully by the time of this meeting the weather has allowed us to get the fountain in the water.

We are on hold due to weather (ongoing rain) to install the new path material at Little Blue Trace north of the restrooms.

Mowing is getting done between rain and storms.

Raytown Parks & Recreation

Park Board Recreation Report
Submitted by: Marcus Germain
Sports & Special Events Supervisor
May 16, 2024

Softball

Softball has been running smoothly, apart from some bad weather lately causing a few cancellations. The players remain very enthusiastic about these leagues, often reaching out to ask about the status of games.

Youth Tennis Lessons

Youth tennis lessons began this week, starting off with 5 participants. However, due to few signups, one parent called for a refund because her son was the only boy and significantly older than the rest of the class. Perhaps we can find a way to get more teen signups to prevent this inconvenience in the future.

Adult Tennis League

Our adult tennis league started last week, and we are going into week 3 with 10 participants, and increasing. Great enthusiasm and excitement thus far from the participants.

Raytown Live

My first Raytown Live event went very smoothly, and I believe we had a great turnout. The weather was great, and there were no issues from a logistics standpoint. Taco truck was a hit, as it seems is always the case. Dave and I had issues promoting the event on Facebook, so perhaps numbers can be even better the next time around if we can figure out a way to promote on Facebook without any problems.

Raytown Parks budget tracking

Project budget approved by LWCF September 2022

53RD st Waterpark Demolition Phase I- LWCF Grant (Dept of Interior)	
Planning/Engineering/Environmental	\$107,000
Site Work and grading	\$177,000
Demolition & removal	\$373,237
Construction	\$347,703
signage	\$7,060
50/50 matching LWCF Grant, \$506,000 each	\$1,012,000
Dept of Interior and Raytown Parks Dept.	

Construction portion of project budget:

Site Work and grading	\$177,000
Demolition & removal	\$373,237
Construction	\$347,703
Original Construction/Demo Contractor Total	\$897,940

Bid from Genesis Environmental Solutions	\$949,397.03
Staff time reimbursement	\$3,282.28
Amount over budget	\$54,739.31
Original approved budget	\$1,012,000
Updated Total project cost=	\$1,066,739.31

Raytown Parks must make a request for a budget extension to fully fund the project.
 The maximum amount of the request would be 25% of the total project budget.