

AGENDA

RAYTOWN PARKS & RECREATION BOARD

**Monday, January 8, 2017
Park Office, 5912 Lane, Raytown
7:00 PM**

I. Call to Order

II. Public Participation

John Thompson-President-Raytown Baseball Association

Approval of Minutes – December 18, 2017 Regular Meeting

III. Reports of Officers

President – Terry Copeland

Vice President – Chris Rathbone

IV. Reports of Standing & Special Committees

Personnel – Robbie Tubbs

Finance – Chris Rathbone

Program – Robbie Tubbs

Buildings & Grounds – Mike Hanna

Rice-Tremonti – Dave Thurman

V. Staff Reports

Director – Kevin Boji

Superintendent of Parks - Ron Fowler

Recreation Report - Dave Turner

VI. New Business

1. 2018 Project Review
2. Other Business

VII. Adjourn

VIII. Announcements

- Next Meeting: Monday, February 19, 2018 7 PM Park Office

**Raytown Park Board
Minutes
December 18, 2017**

Attendance:

Park Board: Terry Copeland, Chris Rathbone, Dave Thurman, George Mitchell, Robbie Tubbs, Janette Guenther & Kim MontsDeOca

Staff: Kevin Boji, Ron Fowler, Dave Turner and Mary Ann McCormick

A quorum was declared present and the meeting was called to order. Robbie Tubbs made a motion to approve the November 20, 2017 minutes. Janette Guenther seconded and the motion passed.

Guests:

1. John Thompson from Raytown Baseball Association gave an update. Last season started with 6 board members and end of season down to 3. They had 130 registrations last year to form 9 teams. The 10U and 12U had only one team each and had to play most of their games outside of Raytown. They are hoping to add more kids this year. Early registration is now thru end of December and regular registration will start January 1st thru end of February. They are giving the option to sign up a whole team this year. Registration is \$100-\$125 per child. They are looking into getting scholarships thru school district, gaining sponsors and donations. Park Board suggested they get their coaches CPR and First Aid certified.
2. Greg Walters asked the board members if they received their letters about forming a committee of neighbors and park board members. Delores Sampson stated that there was a police chase and gun shots fired in Colman Park a couple of Sundays ago. There are lots of "rendezvous" in the parks up by her house, warmer weather brings homeless persons to the parks and there is a lot of loitering.

Reports of Officers:

President: Danielle Miles resigned from Park Board on December 12th due to her moving out of Raytown. If you know of any candidates, have them fill out an application and give to Mayor. Assigned Robbie Tubbs as Program Chair.

Vice President: no report

Reports of Standing & Special Committees:

Personnel – no report

Finance – no report

Program – no report

Buildings & Grounds – no report

Rice-Tremonti - Dave Thurman reported they made \$1124 from the two Christmas open house weekends. Raytown Rocks was there on 12/9. After first of year, they are going to repair plaster and paint upstairs and have someone come in and touchup the wallpaper in bathroom.

Staff Reports:

Director – Reached out to Michael Watson, REAP Director to discuss the \$21,754 that they owe us. Michael did not call back or respond to email and I plan to contact him again after the first of the year.

Superintendent of Parks – a written report was distributed. We are actively looking to fill Horticulturist and Landscape Technician positions.

Recreation Report – a written report was distributed. Basketball is going okay just a few minor problems but that is expected. Dave is on the committee for the Greenspace and the committee wants to hold an event the 3rd Saturday of every month April – September. They wanted different groups to come in and do their own function and committee would supervise. The new plan is to have Dave plan all events and there is no budget from city to do this. Dave would have to get sponsors, get groups, etc. Dave Thurman and Vicki Turnbow are going to meet with Mayor McDonough to discuss this new plan. It is unconceivable for one person to do this event once a month.

New Business:

1. Robbie Tubbs wanted to dismantle the Personnel Committee because it is redundant with the City. Even though committee doesn't meet often, it is still needed. Terry Copeland suggested we do staff reviews. Robbie Tubbs made a motion to keep the By-Laws the same. Chris Rathbone seconded and motion passed.
2. Robbie Tubbs made a motion to cancel contract with RBA. Robbie Tubbs retracted motion.
3. Chris Rathbone made a motion to do a one year agreement with RBA and have them merge with another group or dissolve RBA. George Mitchell seconded. Chris Rathbone made a motion to retract motion. George Mitchell seconded and the retraction passed.
4. Robbie Tubbs made a motion to cancel agreement with RBA as of January 1, 2018 if they do not pay what they owe. George Mitchell seconded. George Mitchell made a motion to amend motion if RBA is able to pay their outstanding balance by January 1, 2018, we continue to let them run the league, if they cannot the we will follow up with termination that we agreed upon last month as of February 1, 2018. Robbie Tubbs seconded the amendment and the motion passed. The original motion and amended motion was passed. Send a letter to RBA stating the concerns looking at their financials and are concerned that you are out of runway here and we sure hate it, but just so you know what our thinking is for these actions. Dave Thurman asked for a list of RBA creditors.
5. Terry Copeland asked staff to come up with a list of items that we could add to the park system for next year. We have \$20,000 in the budget for these projects.
6. Dave Thurman made a motion to adjourn. Chris Rathbone seconded and the meeting passed.

Parks & Recreation Department Activity Report

Date: 1-5-18

- **Park Shelter Reservations**-Shelter reservations at Raytown Parks for 2018 are now being accepted. Raytown Parks with rentable park shelters for family reunions, birthdays, parties or other activities include Kenagy, Colman and Kritser parks. Reservation can be made by calling or visiting the Raytown Parks & Recreation Office at 5912 Lane, Raytown 64133 Monday-Friday 8-5 PM. Full day and half day rentals are available. Call 816-358-4100 or visit raytownparks.com for more information. Shelter rental fees have increased slightly over 2017. New policies to reduce amplified music per City Ordinance are also in effect.
- **Youth Basketball League**-Youth Basketball League games are underway through January Raytown C-2 schools for more than 350 kids participating in the program. The Raytown Parks & Recreation Dept and Raytown C-2 School District co-sponsor the program. Volunteer coaches and parents have built the program and made it successful in the community.
- **Kenagy Pond Fountain**-A Vertex Water Features Tri-Tier water fountain for the Kenagy Park pond at 79th & Raytown Road will be installed next Spring. Fountain installation will take place next Spring.
- **Open Parks & Recreation Positions**- Applications will continue to be accepted to fill the open Parks and Recreation Dept. Horticulturalist and Landscape Technician positions. The positions are currently posted on the parks and city websites and area universities.
- **Flower Beds**-Flowering bulbs have been planted for next spring. Parks staff will continue maintenance of Right of Way areas until the Landscape Technician position is filled.
- **Raytown Youth Baseball**-Registration is underway for Raytown Youth Baseball games. More information is available by visiting <http://rba-baseball.website.siplay.com/>. The league welcomes pre-arranged teams and plays all its games at Little Blue Trace Park in Kansas City. Registration fees are \$85 per child. Raytown Youth Baseball operates the youth baseball program. Raytown Youth Baseball is a separate non-profit organization and is not affiliated with Raytown Parks & Recreation Department.

Park Maintenance Report

January - 2018

Horticulture / Right of Way

Applications are still being taken for our two Horticulture positions. I continue to review and interview applicants. When the proper fit occurs we will make the offer. Even though we want to fill both positions, I feel patience is required to assure a good fit.

Alan and I will be attending the Kansas Shade Tree Conference this month in Topeka, weather permitting. This will be my first conference and I look forward to the educational sessions which should be timely.

I will probably be ordering a few bedding plants for the summer season soon. Depending on when we fill positions it may impact our plans for the coming season. Orders will need to be made to insure fulfillment.

Park Maintenance -

Equipment maintenance is the current task for the shop. Staff are going through a lot of our small equipment doing routine maintenance duties. It is a good time of year to accomplish this and will help us prep for the coming spring season.

Staff has installed new Cat 6 computer cables in the administrative office. It was time to replace the old cables and staff was able to complete the task in-house.

The “*No Ice Skating*” signs have been installed at the Kenagy Pond. The signs are placed towards each end of the pond. I don’t believe that we have ever allowed ice skating as it is just not worth the safety hazard.

Later this month I will be attending a recertification class for my public pesticide applicator’s license. Once completed, I should be certified for another three years.

Staff has also revamped one of our larger equipment trailers. The electrical system has been rewired and new equipment racks have been installed.

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Fund Balance Report

As Of 01/02/2018



City of Raytown, MO

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	759,379.37	57,063.72	148,784.54	667,658.55
Report Total:	759,379.37	57,063.72	148,784.54	667,658.55



Budget Report

Account Summary

For Fiscal: 2017-2018 Period Ending: 01/31/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION							
Revenue							
201-00-00-001-41706	TIF - EATS	-55,550.00	-55,550.00	0.00	-2,613.74	52,936.26	4.71 %
201-00-00-100-41205	Parks/Storm Water Capital Sales Ta	308,050.00	308,050.00	0.00	51,922.58	-256,127.42	83.14 %
201-00-00-100-46102	Investment Income	3,500.00	3,500.00	0.00	634.41	-2,865.59	81.87 %
201-92-00-100-41101	Real Estate Tax	400,000.00	400,000.00	0.00	514.54	-399,485.46	99.87 %
201-92-00-100-41102	Personal Property Tax	101,000.00	101,000.00	0.00	364.62	-100,635.38	99.64 %
201-92-00-100-41104	Delinquent Real Estate Taxes	13,500.00	13,500.00	0.00	431.50	-13,068.50	96.80 %
201-92-00-100-41105	Penalties	9,000.00	9,000.00	0.00	410.91	-8,589.09	95.43 %
201-92-00-100-41107	Railroad & Utilities Tax	19,500.00	19,500.00	0.00	0.00	-19,500.00	100.00 %
201-92-00-100-41108	Replacement Tax	22,000.00	22,000.00	0.00	0.00	-22,000.00	100.00 %
201-92-00-100-41110	Circuit Breaker Refund	-2,500.00	-2,500.00	0.00	-34.00	2,466.00	1.36 %
201-92-00-100-41111	Delinquent Tax Revenue	9,000.00	9,000.00	0.00	733.05	-8,266.95	91.86 %
201-92-00-100-46101	Interest Earnings	3,500.00	3,500.00	0.00	430.21	-3,069.79	87.71 %
201-92-00-100-47101	Ballfield Lights Fees	5,000.00	5,000.00	0.00	440.00	-4,560.00	91.20 %
201-92-00-100-47105	Shelter House Rental Fees	15,500.00	15,500.00	0.00	0.00	-15,500.00	100.00 %
201-92-00-100-47110	Sports Field Rental Fees	1,500.00	1,500.00	0.00	0.00	-1,500.00	100.00 %
201-92-00-100-47116	Vending Machine-Kenagy	1,000.00	1,000.00	0.00	0.00	-1,000.00	100.00 %
201-92-00-100-47204	Team Sports League	54,500.00	54,500.00	0.00	0.00	-54,500.00	100.00 %
201-92-00-100-47220	Donations	500.00	500.00	0.00	0.00	-500.00	100.00 %
201-92-00-100-47401	Participant Fees	27,750.00	27,750.00	0.00	300.00	-27,450.00	98.92 %
201-92-00-100-47405	Concession Sales	6,000.00	6,000.00	0.00	96.00	-5,904.00	98.40 %
201-92-00-100-47415	ABA Memberships	4,000.00	4,000.00	0.00	0.00	-4,000.00	100.00 %
201-92-00-100-47425	Other Income	200.00	200.00	0.00	200.00	0.00	0.00 %
201-92-00-100-47525	General Donations	0.00	0.00	0.00	715.56	715.56	0.00 %
201-92-00-100-47530	Rice Tremonti	6,900.00	6,900.00	0.00	1,158.72	-5,741.28	83.21 %
201-93-00-100-47101	Ballfield Lights Fees	0.00	0.00	0.00	30.00	30.00	0.00 %
201-93-00-100-47110	Sports Field Rental Fees	0.00	0.00	0.00	231.00	231.00	0.00 %
201-93-00-100-47204	Team Sports League	0.00	0.00	0.00	320.00	320.00	0.00 %
201-95-00-100-47401	Participant Fees	0.00	0.00	0.00	778.36	778.36	0.00 %
	Revenue Total:	953,850.00	953,850.00	0.00	57,063.72	-896,786.28	94.02 %
Expense							
201-92-00-100-51102	Civilian Employees	405,398.00	405,398.00	0.00	49,713.07	355,684.93	87.74 %
201-92-00-100-51106	Part Time Employees	7,725.00	7,725.00	0.00	0.00	7,725.00	100.00 %
201-92-00-100-51111	Civilian Employees Overtime	9,484.00	9,484.00	0.00	243.61	9,240.39	97.43 %
201-92-00-100-51203	Holiday Pay	0.00	0.00	0.00	2,994.98	-2,994.98	0.00 %
201-92-00-100-51206	Life Ins	1,223.00	1,223.00	0.00	164.29	1,058.71	86.57 %
201-92-00-100-51207	Sick Leave Pay	0.00	0.00	0.00	1,286.62	-1,286.62	0.00 %
201-92-00-100-51208	Vacation Pay	0.00	0.00	0.00	4,620.14	-4,620.14	0.00 %
201-92-00-100-51212	Deferred Compensation - 401 A	8,298.00	8,298.00	0.00	1,094.32	7,203.68	86.81 %
201-92-00-100-51214	Civilian Pension - LAGERS	51,386.00	51,386.00	0.00	8,427.20	42,958.80	83.60 %
201-92-00-100-51215	Health Insurance	45,660.00	45,660.00	0.00	3,982.00	41,678.00	91.28 %
201-92-00-100-51218	Med Exp - HSA contribution	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00 %
201-92-00-100-51219	Unemployment	500.00	500.00	0.00	0.00	500.00	100.00 %
201-92-00-100-51220	Dental	3,293.00	3,293.00	0.00	306.24	2,986.76	90.70 %
201-92-00-100-51221	Vision	555.00	555.00	0.00	65.54	489.46	88.19 %
201-92-00-100-51225	FICA	32,329.00	32,329.00	0.00	3,990.76	28,338.24	87.66 %
201-92-00-100-51231	Auto Allowance	5,892.00	5,892.00	0.00	982.00	4,910.00	83.33 %
201-92-00-100-51236	Ins Opt Out Incentive	10,062.00	10,062.00	0.00	838.50	9,223.50	91.67 %
201-92-00-100-51238	Phone Allowance	2,880.00	2,880.00	0.00	360.00	2,520.00	87.50 %
201-92-00-100-51240	Workers Compensation Insurance	12,527.00	12,527.00	0.00	1,233.16	11,293.84	90.16 %
201-92-00-100-52101	Office Supplies	1,050.00	1,050.00	0.00	1.31	1,048.69	99.88 %

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION						
Revenue	953,850.00	953,850.00	0.00	57,063.72	-896,786.28	94.02 %
Expense	1,049,159.00	1,049,159.00	0.00	148,784.54	900,374.46	85.82 %
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-95,309.00	-95,309.00	0.00	-91,720.82	3,588.18	3.76 %
Report Surplus (Deficit):	-95,309.00	-95,309.00	0.00	-91,720.82	3,588.18	3.76 %

Proposed 2018 Parks Capital Projects

FY17-18 Parks CIP Budget: \$20,000

<u>Description</u>	<u>Park</u>	<u>Est. Cost</u>
1. 4-Mommy & Me Swings @ \$4500 ea. Installed-single post swing frame, swing, hardware, concrete pad and pour-in place surfacing	All	\$18,000
2. 2-Pickleball Courts Convert multi-use courts to pickleball courts	Minor-Smith	\$10,000
3. Walking Trail Est. 7920' (1.5 mi) length x 8' wide x 2" depth=720 tons 720 tons ¼" minus rock x \$5/ton=\$3600 + \$8/ton hauling=\$5760=\$9360 Site work, soil removal, concrete pad, benches, etc. \$5000	Southwood	\$15,000
4. Koop Property Adaptive Play Equipment or Disc Golf Baskets	Kenagy	\$10,000
5. Replace Playground Equipment*	Colman	\$70,000

Project recommendation factors: 1) Park Board input 2) staff input, 3) Park Master Plan rank, 4) voter appeal, public visibility, 5) grant potential, 6) ability to complete project within budget year.

*Requires Park Board & BOA approval of fund transfer of \$50,000-Sales Tax Election to Parks Improvements for total \$70,000.

*Replacement of existing Colman playground conservatively estimated to cost up to \$350,000. \$70,000 will add new play features but is insufficient to replace all equipment. Pour-in-place surfacing adds 40% to project cost.

2018 MDNR LWCF & RTP Grant Round Timeline	
Dec. 15	Applications and Application Guides Available for Download
Jan. 9-10	Application Workshops
Feb. 2	Due Date for Courtesy Review by Grants Staff
Feb. 16	Applications Due (must be postmarked by Feb. 16)

LWCF Eligibility:

Federal funding available for LWCF grants is a maximum of \$250,000 per project, with a minimum 50 percent match. Grants are open to any local government, city and county, and public school. Eligible projects must be open to the public at reasonable times.

Project examples include but are not limited to:

- Playgrounds
- Ball fields
- Pools and water parks
- Archery and shooting ranges
- Camping facilities
- Picnic areas
- Golf courses
- Boating and fishing facilities
- Trails
- Passive areas



QUOTE

Number FRYQ60815
Date Jan 4, 2018

Fry & Associates, Inc.
 101 E 15th Ave, North Kansas City MO 64116
 t. 916-221-4825 f. 916-221-4831

End User	Ship To	Bill To
Raytown Parks & Recreation Kevin Boji 5912 Lane Avenue Raytown, MO 64133	Raytown Parks & Recreation 5912 Lane Avenue Raytown, MO 64133	Raytown Parks & Recreation Kevin Boji 10000 E. 59th St. Raytown, MO 64133

Here is the quote you requested.

Associates	P.O. Number	Ship Via	Terms
Margie Fry William Fry		Common	Net 10

Qty	Description	Unit Price	Ext. Price
1	SWING-ALONG-SWING	\$2,354.00	\$2,354.00
	ZZXX0839 3-1/2in OD SINGLE SEAT ARCH SWING - W/ 8ft TOP RAIL <i>Playworld Systems, Inc.</i> Post Color: _____		
	ZZXX0635 Swing Along Seat (8' Top Rail) <i>Playworld Systems, Inc.</i> Colors Available in Beige or Dark Gray		

DOES NOT INCLUDE UNLOADING, ASSEMBLY, OR INSTALLATION

Please contact me if I can be of further assistance.	SubTotal	\$2,354.00
	Tax	\$0.00
	Shipping	\$464.00
	Total	\$2,818.00

Shipping Contact: Kevin Boji
Email: kevinb@raytownparks.com

Phone: (816) 358-4100
Fax:

Quote Accepted By: _____ Date: _____

Pricing is CASH pricing. 3.5% will be added to the total for credit card transactions



Represented by:
 Custom Play Systems, Inc.
 1024 SE Carmine Ct.
 Blue Springs, MO 64014
 Phone/Fax: 816-795-7795
 Toll Free: 888-371-7529
 Email: playgroundbill@gmail.com
 www.customplaysystems.com
 www.miracle-recreation.com

TO: Kevin Boji
 Raytown Parks and Recreation
 Raytown, MO 64133

Date: 1/2/2018

PRICE QUOTATION-OPTION 2 UPDATE

<u>QTY</u>	<u>MODEL #</u>	<u>DESCRIPTION</u>	<u>COST</u>
1	718-8521H	Single Bay Arched Swing with 1 Generation Swing Seat	\$ 1,622.00
		Freight	\$ 146.00
		Total	\$ 1,768.00

Misc. Options:

Full Installation of Equipment Listed Above \$ 1,850.00

TERMS: Net 30, from date of invoice, with approved credit or cash in advance to receive a 2% discount on Miracle Recreation Equipment.

- Unless otherwise noted, the above price quote does not include: prevailing wages, sales tax if applicable, permits, state or local approvals, performance bonds, engineering seals, testing, site preparation, installation, border, fall-saving material, unloading (Miracle recommends at least 3-4 adults, the Miracle driver cannot unload a shipment by himself), storage, security, fencing or landscaping.*
- At time of delivery, please check to make sure all pieces are accounted for. Any shortage or damage to the equipment must be brought to the driver's attention during unloading and noted on the delivery sheet. Customer is responsible for the security of equipment.
- Installation price, if quoted, assumes normal soil conditions and does not include rock excavation or grading to level. In the event that an underground obstruction, or "rock", in excess of twelve inches square by two inches thick is encountered during excavation, all expenses related to removal, relocation, or repair of the obstruction, will become an extra charge over and above the proposed estimate listed above.
- Customer is responsible for supplying and maintaining fall-saving surfacing in compliance with CPSC guidelines.

This quotation, after acceptance by the buyer and when thereafter approved by an authorized official of the seller, in writing, will become a contract. Until so approved, this quotation is not a contract and is not binding on the seller in any way. This price quotation is valid for 30 days and is subject to possible price revision.

Swing Seats

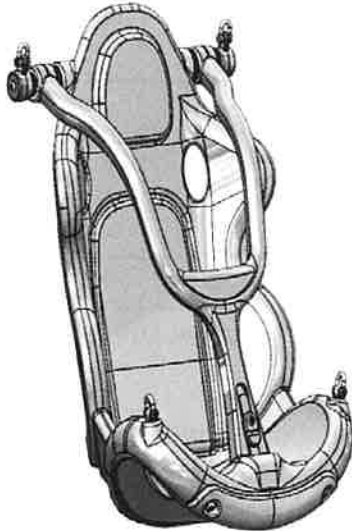
284, 2840 and 2841
Slashproof Seat



299 and 2990
360° Tot Seat

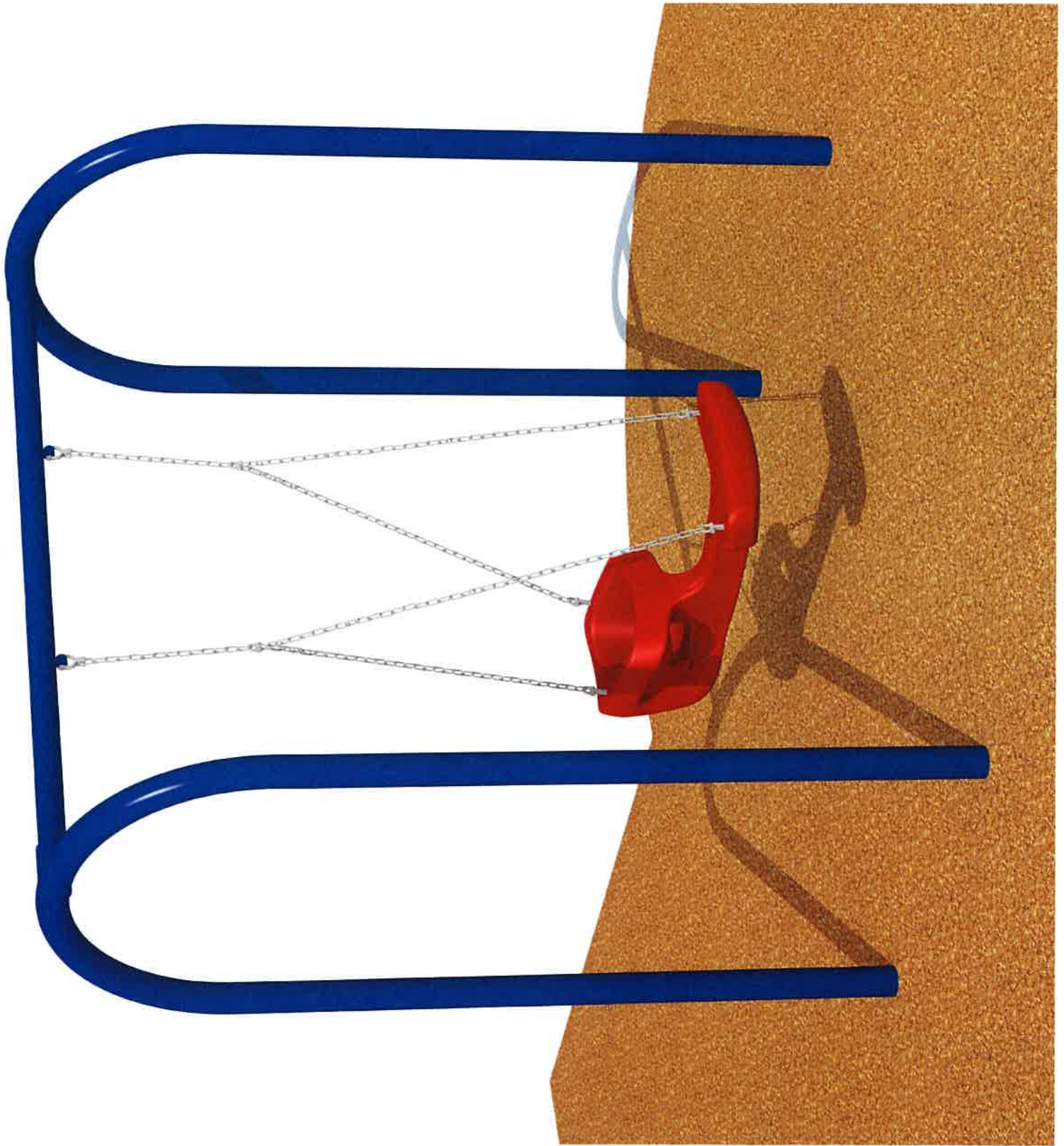


2740 and 2741
Inclusive Swing Seat



2760
Generation Swing Seat







A PLAYCORE Company

Expression Swing™



Expression Swing is a GameTime exclusive and the industry's first playground swing that promotes intergenerational play as adults and children swing together. The patented face-to-face design features a bucket seat for children under five and a comfortable adult swing seat that allows a parent and child (or grandparent and grandchild) to interact with each other and experience...

Features and Benefits:

- See Eye to Eye - Patent-pending face-to-face design positions adult and child at eye level with one another so they can interact
- Swing in Comfort - Exclusive platform swing seat is ergonomically designed for adults and compliant with current swing safety standards

Model: 5128

Limited Lifetime Warranty on uprights, hardware and connections. Visit gametime.com/warranty for full warranty information



Designing award-winning playgrounds since 1929.



Certified Installer Network - GameTime Trained for GameTime playgrounds.



Complies with ASTM standards before it leaves the factory.



**KAW VALLEY
COMPANIES, INC.**

1/3/2018

**City of Raytown
Southwood Park**

Attn. Kevin

- **EXCAVATING
&
GRADING**

- **DUMP YARD**
(913) 281-9950
EXT. 105
(913) 281-9955 FAX

- **LANDSCAPE
SUPPLY**
(913) 596-9752
(913) 287-5959 FAX

- **SAND & GRAVEL**
(913) 287-0035

- **WRECKING**

Location: Southwood Park Walking Trail
81st and Arlington
Raytown, MO

Description		Total
720 ton	¼" Minus	\$ 5.00 per ton
Haul Rate		\$ 8.00 per ton

For additional product information visit our website: www.kawvalleyco.com
Or Dan Hays 913-281-9950 ext. 108

P.O. Box 6249
Kansas City, KS 66106
Ph: (913) 281-9950
Fx: (913) 281-9955