

**Raytown Parks & Recreation
Personnel Committee Agenda
November 19, 2018**

**Colman Park Office 5912 Lane Ave, Raytown
7:00 PM**

I. 6:00 p.m. Call to Order, CLOSED SESSION

II. Reports of Officers:
President – Robbie Tubbs

III. New Business
1. Staff evaluation
2. Discussion staffing needs

Addendum:

IV. Other Business

Announcements:

**AGENDA
RAYTOWN PARKS & RECREATION BOARD**

**Monday, November 19, 2018
Colman Park Office 5912 Lane Ave, Raytown
7:00 PM**

I. Call to Order

II. Public Participation

Approval of Minutes – October 15, 2018 Meeting

III. Reports of Officers

President – Chris Rathbone

Vice President – Dave Thurman

IV. Reports of Standing & Special Committees

Personnel – Robbie Tubbs

Finance – Terry Copeland

Program – Robbie Tubbs

Buildings & Grounds – Mike Hanna

Rice-Tremonti – Dave Thurman

V. Staff Reports

Director – Dave Turner

Superintendent of Parks - Ron Fowler

Recreation- open

VI. New Business

1. Raytown Baseball Association
2. Shelter House Fee Schedule
3. Mowing Contractor Infinity
4. Other Business

VII. Adjourn

VIII. Announcements

- Next Meeting: Monday, December 17, 2018 7 PM Parks Office
CLOSED SESSION

Notice is hereby given that the Park Board may conduct a closed session, pursuant to the following statutory provisions:

610.021(1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys;

610.021(2) Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore.

610.021(3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information relating to the performance or merit of an individual employee is discussed or recorded; and/or

Raytown Parks & Recreation Department
Director's Report
November 19, 2018

City Wide Inventory The City requested an inventory of any items over \$5,000 for insurance purposes at the end of the month in October. I met with Luke in City Finance, who took pictures of our vehicles and confirmed VIN numbers. We will continue this in January with some of our structures and assets out in other Parks properties.

Pocket Park redevelopment The damaged bench has been replaced with a current production bench that is as close as we could find from the same manufacturer. The expenses for the purchase and installation have been forwarded to Teresa Henry who will pay that out of a foundation budget for the Pocket Park. There is still a push to redevelop the Pocket Park in the spring, with Ron and I designing the features to be included.

Parks 2018-19 Budget The Board of Alderman passed the 2018-19 City budget, which included a 2% COLA for all full time employees. Parks 2018-19 budget is \$1,047,733.

Raytown Parks contacts I met with the MARC Jackson County Trails/ Metrogreen planning group on October 31, and the KC Metro Parks & Rec Director's Association on November 2, to make contacts for future planning and coordination going into the future. I did talk with Erika Devore of KRPA (Kansas Recreation & Park Assoc.) about the need to limit the perpetuity clause in the LWCF regulations, and how to gain momentum for this change at the federal level. The City of Mission and Grandview are currently converting LWCF grant properties into new recreational facilities, and I am in contact with Grandview Parks about their project.

Super Splash I had a second meeting with Congressman Cleaver, October 19. None of our preferred solutions were acceptable to the Dept of Interior, but the congressman is going to try to find a solution or funding so that we can afford to implement a change of use for the property. Congressman Cleaver did put me in contact with Mark McHenry, Director of Kansas City Parks, and he sent Doug Schroeder out to meet with me at Super Splash to discuss possibilities with the property.

Asphalt Overlay Phillips Paving will overlay the Office parking lot for a total of \$19,410. The work will begin after the work on 59th ST. The budget for the project was \$24,500.

Sports & Special Event Interviews I have had four interviews, and we are doing a background check for one of the applicants for the open position.

Sales Tax Revenue October Sales tax revenue was \$21,348.63. We did better than expected on Sales Tax by \$3,343 and took in \$311,393.62 for the budget year. On November 1, the Park Fund had a total of \$933,054.30, and we have been tracking this account throughout the end of 2018 budget year process. The Park Fund total is \$907,610.82 now after end of year purchases.

Youth Basketball The League is down on participation this year, but the teams have been practicing since November 5th, and the games will begin December 1st.

Park Maintenance Report

October - 2018

Horticulture / Right of Way

As reported last month Eric Morgan attended the Arborist Training School in Manhattan Kansas. Congratulations go to Eric as we have been notified that he successfully completed the training program. At least 3 tests were given during the week long training.

Thankfully, Steven and Eric have 85% of the spring flowering bulbs planted. We still have some to plant and hope the weather will improve so this can be accomplished. The record cold weather is a surprise and could impact plants as they may not have been able to “harden-off” properly. Spring and early summer will tell the tale.

Park Maintenance -

The acquisition of the new 2019 Ford F-350 is now complete. Knapheide Truck Center completed their work and we received the truck on November 2nd. One snag that has developed, is that this new vehicle will not fit in our garage when the snow plow is on – it is too long. We have some solutions, but it has not been priced out yet. The important thing is that the truck can be brought into the shop for de-icing during winter storms. We will just remove the plow when this is needed. This will be a hassle, but will be a solution in the short term.

All bathrooms, water fountains and irrigation systems have now been winterized. The weather changed quickly, very quickly this year, but all needs were met. John and Alan did a great job accomplishing this task in cold weather. Portable restrooms are now available at Colman, Kenagy and Kritser Parks.

The Kenagy Pond Fountain has also been removed and stored. Big thanks to Dave (who supplied the boat), John and Alan for accomplishing this task.

KCP & L have installed a new power pole at Super Splash. It is located just North of the dumpsters. This was their decision not ours.

Once again, our department will be assisting with some of the Christmas decorations downtown. I believe the light ceremony will be sometime in the first week of December.

John has fabricated and installed two new bollards for the Southwood trail. They are located on the South end of the trail.

Staff has installed a new metal bench at the pocket park. This replaces the one that was destroyed by the drunk driver earlier in the year. The hope is that the cost of the replacement will be paid for by the vandal.

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**Raytown Park Board
Minutes
October 15, 2018**

Attendance:

Park Board: Terry Copeland, George Mitchell, Dave Thurman, Robbie Tubbs and Brian Morris

Staff: Dave Turner, Ron Fowler and Mary Ann McCormick

Guests: Alderman Derek Ward and Tony Jacobs

A quorum was declared present and the meeting was called to order. George Mitchell made a motion to approve the minutes from September 17, 2018. Terry Copeland seconded and the motion passed.

Guests – Tony Jacobs upset about transparency with Park Board and thinks we should go for tax vote in April or August of 2019.

Reports of Officers:

President – no report

Vice President – no report

Report of Standing & Special Committees:

Personnel – met tonight and would like to meet with Dave on November 19th at 6:00 to review his 6 month evaluation.

Finance – we are looking pretty good with budget. Fund balance is \$984,610.

Program – Fees and Charges schedule tonight

Buildings and Grounds – no report

Rice-Tremonti – Nov. 3 & 4 Fall Soup Festival. We have 10-13 reservations scheduled until the end of 2018.

Staff Reports:

Director – a written report was distributed. Dave ordered a bench for pocket park that the city will pay for. Terry thinks we need to have something at pocket park to get people off the Rock Island trail. Brian suggested an interpretative historical signs.

Superintendent of Parks – a written report was distributed.

New Business:

1. Dave updated on Southwood Trail project. Project is coming along, trail has been laid, gravel and some recycled concrete dust has been put down, handicap ramp and drainage pipe have been installed. We will be adding more recycled concrete dust this fall. We will the finish landscaping, painting the driveway and install new signs and disc golf baskets next spring. We will plan a ribbon cutting next Spring.
2. In the FY-2018-19 budget we have budgeted \$24,000 to repair and repave the office parking lot. The city has a contract with Radmacher Brothers to repair 59th

Street and part of that contract is for paving. Public Works will get pricing to repave our driveway and will then add to their contract.

3. Terry Copeland made a motion to approve the Fees and Charges schedule as presented except for the Shelter House reservations prices for FY2018-19. Robbie Tubbs seconded and the motion passed. Staff will need to check with our IT person for parks shelter house program to see if it can be changed to add resident/non-resident fees. Also, have staff check into new software for shelter houses.
4. Sales tax update – if we put question on April 2019 ballot, we cannot ask for an increase in sales tax only keep the same rate. In August 2019, we can ask for an increase in the sales tax. Dave should present sales tax information to the Board of Alderman in December or January to discuss the split with storm water – or how to go about it.
5. Brian Morris made a motion to hire a Part-time Basketball Coordinator with a rate of pay of \$18-\$20/hr with 15-20 hours per week. Robbie Tubbs seconded and the motion passed.
6. Robbie Tubbs made a motion to adjourn. George Mitchell seconded and passed.



City of Raytown, MO

Fund Balance Report

As Of 10/31/2018

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	749,265.12	1,022,846.83	864,501.13	907,610.82
Report Total:	749,265.12	1,022,846.83	864,501.13	907,610.82



City of Raytown, MO

Fund Balance Report

As Of 11/01/2018

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	907,610.82	6.00	0.00	907,616.82
Report Total:	907,610.82	6.00	0.00	907,616.82



City of Raytown, MO

Fund Balance Report

As Of 11/14/2018

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	907,610.82	19,719.32	16,198.04	911,132.10
Report Total:	907,610.82	19,719.32	16,198.04	911,132.10

RAYTOWN PARKS & RECREATION DEPARTMENT

FY18-19 SCHEDULE OF FEES AND CHARGES

Approved - October 15, 2018 Supersedes all other Schedules of Charges

TYPE OF FEE	CURRENT FEE	Proposed Fee Changes
RECREATION PROGRAM SERVICES		
Adult & Youth Sports		
Coed Youth Basketball League-Winter		
Grades K-3	\$50/participant	
Grades 4-6	\$60/participant	
Tennis Lessons		
Beginning - 8 classes	\$45/participant	
Intermediate - 8 classes	\$45/participant	
Advanced - 8 classes	\$45/participant	
Youth - 4 week class	\$40/participant	
Adult Team Tennis League - 10 weeks	\$45/participant	
Adult Coed Kickball - 6 weeks	\$170/team	
Summer Men's Softball League-14 game league	\$510/team	
Summer Men's 50+ Softball League		
10 week - 90 minute games	\$490/team	
10 Game League	\$405/team	
7 Game League	\$320/team	
Summer Coed Softball League		
10 Game League	\$405/team	
Fall Men's Softball League		
14 Game League (Double Header)	\$510/team	
7 Game League	\$320/team	
Fall Coed Softball League-7 game league	\$310/team	
COMMUNITY SPECIAL EVENTS		
Annual Fishing Derby	Free	
Movies In the Park	Free	
Arts & Music Festival-vendor booth fee	\$25/vendor	
Arts & Music Festival-food vendor fee	\$50/vendor	
FACILITY RENTALS, PERMITS & SERVICES		
Athletic Fields and Courts-minimum rental 2 hours		
Softball field (1 field) - tournaments	\$15/hr, \$125/day max.	
Softball field (1 field) - practice fees	\$15/hr, \$100/day max.	
Softball Complex (4 fields) - tournaments	\$35/hr, \$300/day max.	
Softball Complex (4 fields) - practice fees	\$25/hr, \$200/day max.	
Athletic Field Lights	\$25/hr per field*	

Soccer/Football field (1 field) - tournaments	\$25/hr, \$150/day max.	
Soccer/Football field (1 field) - practice fees	\$20/hr, \$125/day max.	
LBTRA Complex (2 Fields) - tournaments	\$40/hr, \$250/day max.	
LBTRA Complex (2 Fields) - practice fees	\$30/hr, \$200/day max.	
Tennis Court (1 court) practice fees	\$10/hr, \$100/day max.	
Key Security Deposit (if key lost or stolen)	\$100	
Special Event Permit (per day)	\$300	
Special Event Refundable Security Deposit (per event)	\$500	
Payment and Refund Policy:		
Payment is due at time of registration for leagues, etc. Payment for shelter houses is due 10 days after making reservation. No refunds once payment has been made due to event cancellation, inclement weather, or situations beyond Raytown Parks and Recreation Department's control.		
	Resident Fee	Non-Resident Fee 25%
Park Shelter Rentals		
Colman #1 & #2 & Kenagy Park #1		
Full Day (7 am - 11 pm)	\$140	\$175
Half Day (7 am - 3 pm or 3 pm - 11 pm)	\$100	\$125
Memorial Day Weekend - May 25-27; July 4th, & Labor Day Weekend Sept. 1-3	\$120/\$170	\$150/\$215
Kritser Park #1 & Kenagy #5		
Full Day (7 am - 11 pm)	\$70	\$87
Half Day (7 am -3 pm) or (3 pm - 11 pm)	\$50	\$65
Concession Sales Permit		
Including use of LBTRA concession facility		
Daily/weekly fee includes utilities	\$25/day, \$150/week	
Seasonal - utilities billed @ actual hourly cost to permit holder	\$150/wk. or \$500 season- whichever is less	
Without use of LBTRA concession facility		
Daily/Weekly fee-includes utilities	\$25/day, \$150/week	
Seasonal - utilities billed @ actual hourly cost to permit holder	\$50/week, \$75/season whichever is less	
BMX Track		
ABA BMX Membership	Set by ABA	
Sanctioned Races	\$10	

*Ballfield light increase was approved 10/15/18