

**AGENDA
RAYTOWN PARKS & RECREATION BOARD**

**Monday, August 20, 2018
Colman Park Office 5912 Lane Ave, Raytown
7:00 PM**

I. Call to Order

II. Public Participation

Approval of Minutes – July 16, 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- Angelique Zadrozny

VI. New Business

1. Security Cameras in Colman Park- Kenton Brothers \$26,877.44 approved.
2. 2018-19 Budget, Election and GPS funds, request from City.
3. Sales tax discussion.
4. MOU
5. Closed Session discussion
6. Other Business

VII. Adjourn

VIII. Announcements

- Next Meeting: Monday, September 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

**Park Board Meeting
Minutes
July 16, 2018**

Attendance:

Park Board: Mike Hanna, Chris Rathbone, George Mitchell, Dave Thurman, Robbie Tubbs, and Loretha Hayden.

Staff: Dave Turner, Ron Fowler, Mary Ann McCormick

A quorum was declared present and the meeting was called to order. The minutes from June 18, 2018 were approved as written.

Reports of Officers:

President: Chris drove through Kritser, Kenagy and Colman parks on July 4th. He did call the police regarding Kenagy and Colman parks when he witnessed fireworks (bottle rockets and roman candles) being shot off. Chris would also like to take a look at the MOU at the next meeting.

Vice President – no report

Reports of Standing & Special Committees:

Personnel – no report

Finance – no report

Program – no report

Buildings & Grounds - no report

Rice Tremonti – no report

Reports of Staff:

Director & Recreation – a written report was distributed. Dave reported that 17 shell casings were found on Lane Ave. over the weekend.

Superintendent of Parks – a written report was distributed. Minor Smith butterfly garden was vandalized.

New Business:

1. Terry Copeland made a motion to approve the presented budget with corrections. Add: asphalt office parking lot \$24,000; security cameras in parks \$15,000; disc golf (2 at Minor Smith and 4 at Southwood) and signage for trail and road/bike lanes \$6,400. Reduce copier lease \$1,000 and memberships \$1000 for a total of \$1,077,644 in expenses. Mike Hanna seconded and the motion passed.
2. Terry Copeland made a motion to have BMX Board open a credit card account with double signatures with Parks Director as a signer so that BMX can take credit card payments at the track. Dave Thurman seconded and the motion passed.
3. Mike Hanna made an emergency motion to purchase 6 high resolution cameras for Colman park not to exceed \$35,000 and transfer this amount from Personnel services to Security Services and to get this approved by BOA as soon as

possible. Terry Copeland seconded and the motion passed. Dave will get bids for the cameras.

4. Kenagy Tennis Courts – we have moved all Parks tennis lessons and leagues to Colman Park. Ron will remove net on court #3 because surface has huge cracks in it. It will cost anywhere from \$280-\$320,000 to redo these courts. We may have to close these tennis courts in the future for safety concerns.
5. Sales tax updates and LWCF grants – Dave has talked with DNR regarding the grant on Super Splash and are still waiting to hear back. It was suggested that Dave call Representative Jerome Barnes and Director of MPRA to get some feedback from them.
6. George Mitchell made a motion to adjourn. Robbie Tubbs seconded and the motion passed.

Raytown Parks & Recreation Department
Director's Report
August 20, 2018

Mowing Contractor Brad Taylor Inc. won the Parks bid in March, and have been doing a poor job. Their equipment is not designed for finished mowing, and they lack attention to detail with trimming, blowing off of trail and shelter house surfaces, and mowing height. We have expressed our problems with the service that we are getting, and had a meeting with the vice president of the company on Tuesday Aug 7. We held back payment on the last invoice and gave them until Friday Aug 10 to complete the mowing for the week. Staff was still not content with the mowing work, and I have been working with Damon Hodges on cancelling the BTI contract. We are planning a new contract with our second lowest bidder Infinity, who is currently the mowing contractor for the City.

Raytown BMX The BMX will be using the Parks account to receive credit card payments, and Maryann will be making the funds move to the correct accounts between Parks revenue and BMX revenue. City finance is still having trouble with BMX being under the Parks tax exempt umbrella, with their own account.

LWCF Grant Obligations After meeting with Jerome Barnes on July 23, I received an email from the National Parks Service about our situation with obligations regarding the LWCF. They are firm with the conditions it takes to make changes within the property. If going through the process, Obsolescence is the avenue to take. Jerome Barnes is setting up a meeting with Emanuel Cleaver, that I will attend in 4-6 weeks.

I talked with ----- from Jackson Co Parks about making changes within the LWCF obligations, and he stated it is a 6-12 month process after the paperwork has been submitted. His projects and properties are not comparable to our situation.

New Hire So far Angelique Zadrozny has been a good hire, and is handling social media for the Parks Dept. and has worked straight through our business hours and special events.

Kenagy Parking lot We re-striped the east side of Kenagy Parking lot for \$350 Aug 7. Contractor was All State Striping.

Southwood Trail Work to start Tuesday September 11 at Southwood Park. Material contractors have been notified and prices confirmed, and Hoy Excavating have been scheduled for the bulldozer work. I will be ordering drainage pipe this week from Winwater Works in Blue Springs.

Sales Tax Revenue July Sales tax revenue was \$28,773.97. We are much below our expenses for the 2018 budget year, and have 1,088,463 in the Park Fund as of August 9th. Finance estimates us closing the year with \$880,000 in the Parks Fund.

Park Maintenance Report

August - 2018

Horticulture / Right of Way

All flowerbeds are on summer maintenance; weed control and watering. We also spent a lot of time in July watering trees and shrubs as a result of the droughty conditions. The Japanese beetle hordes that have been eating everything are now waning, but the damage is done. We have placed the order last week for the spring flowering bulbs. Delivery should be the first week of October with planting to follow. Staff have also removed a dead scotch pine and limbed up trees at Southwood and Colman parks.

Park Maintenance -

The Kenagy pond fountain is currently only running in the evening. The water level in the pond is fairly low and we don't want evaporation from the fountain to exasperate the problem. I have also applied the second application of chemical to control vegetative growth in the pond. The light show is generally changed 2 to 3 times per week.

As Dave has/will report, we have terminated the contract with BTI for the mowing of our parks on the grounds of failure to meet specifications in the contract. More information regarding this will be shared by Dave.

We have been informed that we should receive the new F-350 truck in mid-to-late September. Then it will go to Knapheide Truck Equipment to complete the "building" of the truck.

A number of equipment repairs have been made. A new muffler has been installed on our Z-turn mower, one of our ranger pickups has received new rear brakes, and a muffler has also been installed on the bobcat.

One of the benches at the pocket park has been destroyed by a vehicle driven by a drunk driver. It is hoped that this driver's insurance will pay for the repairs as claims have been filed. We have also severally trimmed the rain garden at the pocket park. It is my hope that before next spring this park including the rain garden will see some renovation.

The insecticide for grub control has now been applied to selected athletic fields. Our timing of the application was great as we got a nice rain to help settle it into the soil the next day.

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Park Board Report

Angelique Zadrozny

August 15, 2018



50+ Softball League

The 50+ softball leagues are about half way through their season. In addition to the rain out line, we now have a text messaging service (RainedOut) for players, umpires, and score keepers to receive game cancellation notices. I am working on selecting trophies and plan to order those by August 24th.

Adult Tennis League

The Tuesday night tennis league is also about half way through the fall season. The RainedOut text notifications are available for the adult tennis league as well. I am currently in contact with Raytown Screen Printing to get shirts ordered.

Youth Basketball League

Dave and I met with Regina Goodwin at Raytown Quality Schools to discuss scheduling the upcoming youth basketball season. The registration form has been finalized and will be distributed to families by the schools. The RainedOut text notifications will also be available for the youth basketball league.

Raytown Arts & Musical Festival

I did Facebook boosts on Monday, August 13th, for the event page itself and for a post on the Raytown Parks & Recreation page. We plan on doing more weekly boosts the week of August 20th and daily boosts a day or two before the event, August 23rd and/or the 24th. Fliers have been distributed to local businesses/organizations and at the recent Raytown Live concert and Movie in the Park. Event banners have been put up around town.

Raytown Live

The August 11th concert went well with Riverrock performing and Detroit Coney as the food vendor. The last concert is scheduled for Saturday, September 8th, and the Nick Schnebelen Band will be performing. We are currently working on securing a stage for that show. The estimated total expenses for the summer concert series is \$9,830.00 and the estimated total revenue is \$13,300.00, leaving approximately \$3,470.00 in net revenue.



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION							
Revenue							
201-00-00-001-41206	TIF - EATS	-55,550.00	-55,550.00	0.00	-18,870.51	36,679.49	33.97 %
201-00-00-100-41205	Parks/Storm Water Capital Sales Ta	308,050.00	308,050.00	19,472.52	254,914.32	-53,135.68	17.25 %
201-00-00-100-46102	Investment Income	3,500.00	3,500.00	0.00	5,697.94	2,197.94	162.80 %
201-00-00-100-46401	Miscellaneous Revenue	0.00	0.00	0.00	62.95	62.95	0.00 %
201-92-00-100-41101	Real Estate Tax	400,000.00	400,000.00	0.00	405,702.55	5,702.55	101.43 %
201-92-00-100-41102	Personal Property Tax	101,000.00	101,000.00	0.00	92,684.84	-8,315.16	8.23 %
201-92-00-100-41104	Delinquent Real Estate Taxes	13,500.00	13,500.00	0.00	11,747.89	-1,752.11	12.98 %
201-92-00-100-41105	Penalties	9,000.00	9,000.00	0.00	7,827.45	-1,172.55	13.03 %
201-92-00-100-41106	EXCESS PROCEEDS	0.00	0.00	0.00	140.53	140.53	0.00 %
201-92-00-100-41107	Railroad & Utilities Tax	19,500.00	19,500.00	0.00	21,669.67	2,169.67	111.13 %
201-92-00-100-41108	Replacement Tax	22,000.00	22,000.00	0.00	21,278.20	-721.80	3.28 %
201-92-00-100-41110	Circuit Breaker Refund	-2,500.00	-2,500.00	-22.10	-1,727.90	772.10	69.12 %
201-92-00-100-41111	Delinquent Property Tax Revenue	9,000.00	9,000.00	0.00	8,512.67	-487.33	5.41 %
201-92-00-100-46101	Interest Earnings	3,500.00	3,500.00	0.00	6,948.48	3,448.48	198.53 %
201-92-00-100-47101	Ballfield Lights Fees	5,000.00	5,000.00	700.00	2,460.00	-2,540.00	50.80 %
201-92-00-100-47105	Shelter House Rental Fees	15,500.00	15,500.00	200.00	19,865.00	4,365.00	128.16 %
201-92-00-100-47110	Sports Field Rental Fees	1,500.00	1,500.00	180.00	3,213.50	1,713.50	214.23 %
201-92-00-100-47116	Vending Machine-Kenagy	1,000.00	1,000.00	108.50	614.40	-385.60	38.56 %
201-92-00-100-47204	Team Sports League	54,500.00	44,500.00	456.00	11,756.00	-32,744.00	73.58 %
201-92-00-100-47220	Donations	500.00	20,500.00	5.00	20,842.17	342.17	101.67 %
201-92-00-100-47401	Participant Fees	27,750.00	27,750.00	504.00	10,305.36	-17,444.64	62.86 %
201-92-00-100-47405	Concession Sales	6,000.00	6,000.00	0.00	1,567.00	-4,433.00	73.88 %
201-92-00-100-47415	ABA Memberships	4,000.00	4,000.00	234.00	522.00	-3,478.00	86.95 %
201-92-00-100-47425	Other Income	200.00	18,200.00	1,000.00	18,057.25	-142.75	0.78 %
201-92-00-100-47530	Rice Tremonti	6,900.00	6,900.00	579.36	5,793.60	-1,106.40	16.03 %
	Revenue Total:	953,850.00	981,850.00	23,417.28	911,585.36	-70,264.64	7.16 %
Expense							
201-92-00-100-51102	Civilian Employees	405,398.00	400,398.00	12,106.06	213,916.76	186,481.24	46.57 %
201-92-00-100-51106	Part Time Employees	7,725.00	7,725.00	154.10	1,798.20	5,926.80	76.72 %
201-92-00-100-51111	Civilian Employees Overtime	9,484.00	9,484.00	136.25	1,863.86	7,620.14	80.35 %
201-92-00-100-51203	Holiday Pay	0.00	0.00	0.00	9,219.74	-9,219.74	0.00 %
201-92-00-100-51206	Life Ins	1,223.00	1,223.00	0.00	663.23	559.77	45.77 %
201-92-00-100-51207	Sick Leave Pay	0.00	0.00	0.00	7,100.95	-7,100.95	0.00 %
201-92-00-100-51208	Vacation Pay	0.00	0.00	81.93	24,395.76	-24,395.76	0.00 %
201-92-00-100-51212	Deferred Compensation - 401 A	8,298.00	8,298.00	219.33	5,082.70	3,215.30	38.75 %
201-92-00-100-51214	Civilian Pension - LAGERS	51,386.00	51,386.00	2,842.85	36,999.57	14,386.43	28.00 %
201-92-00-100-51215	Health Insurance	45,660.00	45,660.00	1,253.26	23,084.78	22,575.22	49.44 %
201-92-00-100-51218	Med Exp - HSA contribution	4,500.00	4,500.00	0.00	1,750.00	2,750.00	61.11 %
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	95.10	1,789.86	1,503.14	45.65 %
201-92-00-100-51221	Vision	555.00	555.00	20.03	378.89	176.11	31.73 %
201-92-00-100-51225	FICA	32,329.00	32,329.00	917.36	20,402.73	11,926.27	36.89 %
201-92-00-100-51231	Auto Allowance	5,892.00	5,892.00	0.00	3,598.79	2,293.21	38.92 %
201-92-00-100-51236	Ins Opt Out Incentive	10,062.00	10,062.00	279.50	4,971.11	5,090.89	50.60 %
201-92-00-100-51238	Phone Allowance	2,880.00	2,880.00	0.00	1,237.14	1,642.86	57.04 %
201-92-00-100-51240	Workers Compensation Insurance	12,527.00	12,527.00	0.00	9,865.28	2,661.72	21.25 %
201-92-00-100-52101	Office Supplies	1,050.00	1,050.00	12.30	353.41	696.59	66.34 %
201-92-00-100-52200	Operating Supplies	18,750.00	18,750.00	2,248.80	15,531.70	3,218.30	17.16 %
201-92-00-100-52233	Uniforms	4,100.00	4,100.00	94.20	1,051.63	3,048.37	74.35 %
201-92-00-100-52250	Professional Services	6,000.00	6,000.00	1,316.00	1,810.00	4,190.00	69.83 %

Budget Report

For Fiscal: 2017-2018 Period Ending: 08/31/2018

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>201-92-00-100-52200</u>	67,250.00	67,250.00	900.24	15,612.66	51,637.34	76.78 %
<u>201-92-00-100-52201</u>	13,500.00	13,500.00	0.00	2,689.69	10,810.31	80.08 %
<u>201-92-00-100-53101</u>	1,200.00	1,200.00	71.75	154.34	1,045.66	87.14 %
<u>201-92-00-100-53241</u>	3,000.00	3,000.00	0.00	634.86	2,365.14	78.84 %
<u>201-92-00-100-53301</u>	2,850.00	2,850.00	21.25	1,331.25	1,518.75	53.29 %
<u>201-92-00-100-53401</u>	44,200.00	44,200.00	3,775.01	28,429.03	15,770.97	35.68 %
<u>201-92-00-100-53411</u>	3,700.00	3,700.00	0.00	2,245.39	1,454.61	39.31 %
<u>201-92-00-100-53421</u>	19,250.00	19,250.00	845.79	3,972.74	15,277.26	79.36 %
<u>201-92-00-100-53431</u>	3,400.00	3,400.00	190.60	2,047.15	1,352.85	39.79 %
<u>201-92-00-100-53500</u>	2,475.00	2,475.00	65.92	307.32	2,167.68	87.58 %
<u>201-92-00-100-53563</u>	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<u>201-92-00-100-53565</u>	0.00	5,000.00	0.00	4,895.10	104.90	2.10 %
<u>201-92-00-100-53600</u>	1,000.00	19,000.00	75.00	13,822.19	5,177.81	27.25 %
<u>201-92-00-100-53644</u>	10,250.00	10,250.00	0.00	9,806.57	443.43	4.33 %
<u>201-92-00-100-53701</u>	3,450.00	3,450.00	0.00	148.49	3,301.51	95.70 %
<u>201-92-00-100-53711</u>	1,350.00	1,350.00	0.00	202.60	1,147.40	84.99 %
<u>201-92-00-100-53824</u>	0.00	0.00	0.00	8,557.97	-8,557.97	0.00 %
<u>201-92-00-100-53913</u>	18,062.00	18,062.00	0.00	11,687.28	6,374.72	35.29 %
<u>201-92-00-100-53961</u>	2,300.00	2,300.00	0.00	2,687.43	-387.43	-16.84 %
<u>201-92-00-100-53999</u>	43,400.00	43,400.00	927.33	13,838.70	29,561.30	68.11 %
<u>201-92-00-100-54500</u>	49,300.00	59,300.00	9,759.03	34,098.29	25,201.71	42.50 %
<u>201-92-00-100-55000</u>	5,610.00	5,610.00	390.19	1,570.18	4,039.82	72.01 %
<u>201-92-00-100-57000</u>	72,000.00	104,344.00	0.00	33,872.40	70,471.60	67.54 %
Expense Total:	1,049,159.00	1,109,503.00	38,799.18	579,477.72	530,025.28	47.77 %
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-95,309.00	-127,653.00	-15,381.90	332,107.64	459,760.64	360.16 %
Report Surplus (Deficit):	-95,309.00	-127,653.00	-15,381.90	332,107.64	459,760.64	360.16 %

Budget Report

For Fiscal: 2017-2018 Period Ending: 08/31/2018

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	981,850.00	23,417.28	911,585.36	-70,264.64	7.16 %
Expense	1,049,159.00	1,109,503.00	38,799.18	579,477.72	530,025.28	47.77 %
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-95,309.00	-127,653.00	-15,381.90	332,107.64	459,760.64	360.16 %
Report Surplus (Deficit):	-95,309.00	-127,653.00	-15,381.90	332,107.64	459,760.64	360.16 %

Budget Report

For Fiscal: 2017-2018 Period Ending: 08/31/2018

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
201 - PARKS & RECREATION	-95,309.00	-127,653.00	-15,381.90	332,107.64	459,760.64
Report Surplus (Deficit):	-95,309.00	-127,653.00	-15,381.90	332,107.64	459,760.64



Fund Balance Report

As Of 08/16/2018

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	752,077.12	911,585.36	570,293.20	1,093,369.28
Report Total:	752,077.12	911,585.36	570,293.20	1,093,369.28