

**AGENDA  
RAYTOWN PARKS & RECREATION BOARD**

**Monday, June 17, 2019  
Colman Park Office 5912 Lane Ave, Raytown  
7:00 PM**

**I. Call to Order**

**II. Public Participation**

**Approval of Minutes –May 20, 2019 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 – Brian Morris

BMX- George Mitchell

**V. Staff Reports**

Director – Dave Turner

Superintendent of Parks - Ron Fowler

Recreation- Mike Conrad

**VI. New Business**

1. WIFI
2. Kenagy Pond wall recommendations
3. Trail Lighting
4. Election of Officers
5. Closed Session (2)
6. Other Business

**VII. Adjourn**

**VIII. Announcements**

- Next Meeting: Monday, July 15, 2019 7 PM Parks Office
- Election of Officers

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 Park Board  
Minutes  
May 20, 2019**

**Attendance:**

**Park Board:** Chris Rathbone, Terry Copeland, George Mitchell, Robbie Tubbs, Brent Hugh, Brian Morris, Loretha Hayden and Mike Hanna.

**Staff:** Dave Turner, Ron Fowler, Mike Conrad and Mary Ann McCormick

**Guests:** Damon Hodges, Jennifer Baird, Tony Jacobs, and Alderman Derek Ward

A quorum was declared present at 7:00 pm.

**Public Participation:**

Tony Jacobs – sales tax 1/8 cent – public would have a hard time approving an increase in tax when the roads are bad, the median are pretty but the roads are bad. Also, we are over lit in the office.

George Mitchell made a motion to approve the minutes from April 15, 2019. Dave Thurman seconded and the motion passed.

**Reports of Officers:**

**President** – Chris Rathbone stated the BOA on 5/7/19 did not accept our proposal on sales tax to increase ¼ cent; annual report per MOU needs to be submitted to BOA by 2<sup>nd</sup> Monday in June and Dave Turner and I will work on that.

**Vice President** – Dave Thurman also attended BOA on 5/7/19, thanked Loretha for her comments. On 5/11/19 Dave observed filming at Rice Tremonti and the Raytown Live Concert. Thanked everyone for attending Arbor Day on 5/18/19 at Rice Tremonti.

**Reports of Standing & Special Committees:**

**Personnel** – no report

**Finance** – no report

**Program** – no report

**Buildings & Grounds** – no report

**Rice Tremonti** – Brian Morris stated that on 9/15/19, Rice Tremonti will officially celebrate the 175<sup>th</sup> anniversary, they had \$240 in bread sales at Soup Festival, they have 42 rentals so far this year with a total of 50 last year. They have hired someone to repair root cellar and they will drill hole underneath driveway insert a pipe and fill with concrete to hold the wall up. Also, hiring a contractor to restore front porch with 6 pillars.

**BMX** – George Mitchell stated that BMX track made over \$7000 for the state weekend.

**Staff Reports:**

**Director** – a written report was distributed. The State Auditor will be in Raytown on 6/3 and will meet with BOA on 6/4. They will be auditing the books from December 2017 to December 2018, and it should take approx. 6 months. Staff will plan ribbon cutting at Southwood Park in June.

**Superintendent of Parks** – a written report was distributed. Thanked everyone for celebrating Arbor Day at Rice Tremonti.

**Recreation Report** – a written report was distributed.

**New Business:**

1. Mike Hanna made a motion to enter into a closed session at 7:27 pm for the following reason: 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. Brian Morris seconded and by roll call vote: Mike Hanna, Loretha Hayden, Brian Morris, Brent Hugh, Robbie Tubbs, Dave Thurman, Terry Copeland and George Mitchell all stating “yeah”, the motion passed.
2. Terry Copeland made a motion at 7:40 pm to adjourn closed session. Brian Morris seconded and by a roll call vote: Mike Hanna, Loretha Hayden, Brian Morris, Brent Hugh, Robbie Tubbs, Dave Thurman, Terry Copeland and George Mitchell all stating “yeah”, the motion passed.
3. Spending Project for 2019 budget year. Robbie Tubbs made a motion to get bids on fixing Kenagy Pond wall, lighting for Southwood Park and Wi-fi for Colman, Kenagy and Kritser Parks. George Mitchell seconded and the motion passed.
4. FY2019-20 budget – capital improvement will be Kenagy Tennis Court to refurbish and apply for Grant to help with costs and also siding parks office.
5. Mike Hanna made a motion to state that the Park Board would not support a sales tax issue that would give less money to the Parks Department. Terry Copeland seconded. George Mitchell made a motion to amend motion to state that Park Board would like to renew current sales tax issue at 1/8 cent with 75-25% split with Storm Water. Terry Copeland seconded the amended motion and passed. Vote was then taken on the original motion with amended motion and passed. Derek Ward stated that the Parks Dept. would be included in talks about bonds.
6. Loretha Hayden made a motion to adjourn. Terry Copeland seconded and the motion passed.

**Raytown Parks & Recreation Department**  
**Director's Report**  
**June 15, 2019**

**State Audit** The State Audit of the City of Raytown began June 5th and is expected to last 6+/- months. They have not yet contacted the Parks Department.

**Super Splash LWCF** Parks can sell items under \$5,000 original purchase price with approval from the Finance Director. Must be an auction or bidding type of sale, or sale to governmental agency with no bids/auction. Trevor Wyatt owner of KC Waterslide is still interested in purchasing the smaller equipment and the bigger slides.

**Maintenance Crew** Maintenance staff have been very busy. We set two more Disc Golf goals at Minor Smith and set four goals at Southwood Park. We will put in Tee boxes and signage to complete the course that will stretch over the two parks. We have had the Parks mowed 4 times in the last 4 weeks to stay up with the grass.

**Raytown Live** The Raytown Live Music Series for June was a hit, weather was terrific and we drew a decent crowd. More and more community groups are joining the efforts to be involved in the shows. With the Mayor's help we have raised \$10,225 and have commitments from other sponsors who have not sent in their checks.

**Raytown Arts & Music** We have been collecting sponsorships for the 2019 Arts & Music Festival, and have commitments from Teetering Rocks golf course, KCPL, Crane Brewing, Raytown Lee's Summit Credit Union, H&H Color Labs, Two Men & A Truck, and Dick Smith Fort totaling \$7,200, and free radio advertising. Freddie Francis has confirmed he will be our sound tech again this year. I have looked into booking bands Outlaw Jim & The Whiskey Benders, Nigel Mack, Teetering Rocks requested Riverrock. We have contacted several different styles of vendors for the event as well. The Chiefs do have a pre-season game starting at 7PM the same day, August 24.

**Southwood Park Trail** The crosswalk on 83<sup>rd</sup> ST and the bike lane on the drive are both in. We will plan a ribbon cutting on July 2nd for the public.

**Park Board Reappointments** Three of our board members are up for renewal by the Board of Alderman on Tuesday June 18.

**2020 Budget** The budget calendar has been set. The Board of Alderman Finance Committee will have their first review of the 2020 budget draft on August 20<sup>th</sup>. Parks Projects will be; Kenagy Tennis Courts, Office siding, and possibly a rebuild of the 1982 Ford tractor.

**Sales Tax Committee** I have reached out to a couple of people and have had some support. I have not found a finance secretary yet for the committee but will keep trying. I think we should begin our push immediately after the August 6<sup>th</sup> election, and have clear materials for print ready to go at that time. I will work with City Administrators to determine what Parks can pay for, and what must come through donations. The Friends of the Parks Foundation should be viable for the committee to use for tax exempt status.

**Sales Tax Revenue** May Sales Tax has been posted and is \$34,226.80.

June 2019

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**Horticulture / Right of Way-**

Most of the annual bedding plants have now been planted. It will be up to us to keep them watered and fed and for Mother Nature to supply the sunshine. We will likely have some replanting to do, but this will be on an as needed basis.

We successfully held our 30th Raytown Arbor day celebration at the Rice-Tremonti Home. As mentioned, we had a very nice crowd for a busy Saturday and with storms threatening. KCP & L has pledged to buy the two trees that were planted. They have been billed and we are awaiting reimbursement.

Two trees have been removed from the 63rd street downtown treescape. They had very poor root systems and were blown over in the recent May storms. Two fruitless white flowering crabapples have been planted in the Blue Ridge Cutoff and 63rd street traffic islands.

**Park Maintenance -**

Contract mowing should soon begin to smooth out. It has been a very difficult year with spring being so wet. We currently have a high volume of clippings on some of the ballfields, but this situation will improve as the grass slows down for the summer season and additional mowings will continue to “chop-up” the clippings.

Project work continues at Southwood Park. The last trail transition has been installed going from the trail into the parking lot. The Frisbee goals have been installed and progress is being made on the “tee boxes”. We are also working on the signage for the 83rd street trailhead.

A wooden light pole washed into Southwood on the south end of the park. It has been cutup and removed.

A new time clock has been installed at Southwood Park replacing one that had quit working.

The new alarm system is now operational at LBTRA. It has two sirens that will sound if tripped. At this time no law enforcement notification is planned should an alarm sound.

A new electric motor has been installed on the shop’s air compressor. The old one developed an electrical problem.

I am hoping to have a seasonal employee on staff within the next week. He will be hands on where needed and likely will help with routine weekend duties.

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# Raytown Parks & Recreation

## Park Board Recreation Report

Submitted by: Mike Conrad

June 2019

- A. Fishing Derby
  - a. Raccoon Valley Fishery had a lightning strike the night before the derby
    - i. Received half our order
  - b. Derby went decently well
    - i. 21 fish caught and recorded
      - 1. 26 ½" Biggest fish (catfish)
    - ii. 80 participants registered
    - iii. Age range of registrants
      - 1. 10 month to 80 years
- B. 1<sup>st</sup> Movie in the Park on 6/7
- C. 2<sup>nd</sup> Raytown Live on 6/8
- D. Youth Tennis Lessons began 6/5
  - a. 4 kids registered
  - b. Saturdays had no registrations
- E. Adult Tennis Lessons
  - a. Going well
    - i. getting caught up from the cancellations
- F. Adult Tennis League
  - a. Going well
    - i. 17 registered participants
- G. Senior Softball
  - a. Rainouts are rescheduled

## PROPOSED BUDGET TIMELINE FISCAL YEAR ENDING 2020

DATE	ACTION
June 11, 2019	<p>Distribute FY 2020 Budget Worksheets and Line Item Detail Request Forms to Management Team.</p> <p>Finance submits FY 2020 Position Control Request forms to Management Team</p>
July 8, 2019	FY 2020 Position Control Requests due to Finance for costing of salary and benefits and inclusion in the FY 2020 Budget Worksheets – close of business
July 19, 2019	Mid-year projections due to Finance – Close of Business
July 19, 2019	<p>FY 2020 Budget Requests and accompanying documentation due to Finance</p> <ul style="list-style-type: none"> <li>▪ <i>FY 2020 Select Revenue projections due to Finance</i></li> <li>▪ <i>FY 2020 Expenditure projections due to Finance</i></li> </ul>
July 24 – 28, 2019	Directors meet with Finance and City Administrator to discuss proposed budgets
August 6, 2019	Budget Forum
August 8, 2019	Budget Forum
August 13, 2019	<p>Board of Aldermen Meeting</p> <p>Finance Committee Meeting</p> <ul style="list-style-type: none"> <li>• Sewer Rates given to the Finance Committee</li> </ul>
August 20, 2019	<p>Board of Aldermen Meeting -</p> <ul style="list-style-type: none"> <li>• Sewer Rates First Reading</li> </ul> <p>Finance Committee Meeting -</p> <ul style="list-style-type: none"> <li>• Review of the 1<sup>st</sup> Budget Draft – Police, Public Works, Admin &amp; Other</li> </ul>
September 3, 2019	<p>Board of Aldermen Meeting –</p> <p>Finance Committee Meeting -</p> <ul style="list-style-type: none"> <li>• Review of the 1<sup>st</sup> Budget Draft – Comm. Dev., Parks, Court.</li> <li>▪ Review of the 1st Budget Draft –If additional time is needed.</li> </ul>
September 17, 2019	<p>Board of Aldermen Meeting –</p> <ul style="list-style-type: none"> <li>• Study Session 2019-2020 Budget Progress</li> </ul>
September 24, 2019	<p>Board of Aldermen Special Meeting –</p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> reading of sewer rates</li> </ul>
October 2, 2019	<p>Board of Aldermen Meeting –</p> <ul style="list-style-type: none"> <li>• Final Presentation of the FY 2020 Budget (Overview Presentation). Request for Approval</li> </ul>
October 15, 2019	<p>Board of Aldermen Meeting -</p> <ul style="list-style-type: none"> <li>• 2019 Budget Ordinance- If not approved October 2, 2019</li> <li>• Final 2018-2019 budget amendments.</li> </ul>