

**Raytown Parks & Recreation
Program Committee Agenda
November 18, 2019**

I. 6:15 p.m. Call to Order

II. Reports of Officers:
Chair person – Loretha Hayden

III. New Business
1. Review Fee Schedule
2. New Program ideas, or programs to cancel.

Addendum:

IV. Other Business

Announcements:

RAYTOWN PARKS & RECREATION DEPARTMENT		
FY19-20 SCHEDULE OF FEES AND CHARGES		
Proposed: 11/18/19 Supersedes all other Schedules of Charges		
TYPE OF FEE	CURRENT FEE	Proposed
RECREATION PROGRAM SERVICES		FY19-20
Adult & Youth Sports		
Coed Youth Basketball League-Winter		Increase \$5
Grades K-3	\$50/participant	\$55
Grades 4-6	\$60/participant	\$65
Tennis Lessons		
Adult - Beginner - 6 classes	\$45/participant	\$50
Adult - Intermediate - 6 classes	\$45/participant	\$50
Adult - Advanced - 6 classes	\$45/participant	\$50
Youth - 6 classes	\$40/participant	\$45
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	
Raytown Live	Free	Add
Arts & Music Festival vendor booth fee	\$25/vendor	Delete
Arts & Music Festival food vendor fee	\$50/vendor	Delete
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.	
Soccer/Football field (2 Fields) - tournaments	\$40/hr, \$250/day max.	
Soccer/Football field (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 per key	
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 are due at time reservation is made. No refunds once payment has been made due to event cancellation, inclement weather, or situations beyond Raytown Parks and Recreation Department's control.	
--	--

Park Shelter Rentals

Resident/Non Resident

Colman #1 & #2 & Kenagy Park #1		
Full Day (7 am - 11 pm)	\$140-R / \$175-NR	
Half Day (7 am - 3 pm or 3 pm - 11 pm)	\$100-R / \$125-NR	
Memorial Day Weekend - May 23-24-25; July 3-4-5, & Labor Day Weekend Sept. 5-6-7	\$120-1/2 day / \$170-Full day R \$150-1/2 day / \$215-Full Day NR	
Kritser Park #1 & Kenagy #5		
Full Day (7 am - 11 pm)	\$70-R / \$87 NR	
Half Day (7 am -3 pm) or (3 pm - 11 pm)	\$50-R / \$65 NR	

Concession Sales Permit

Including use of LBTRA concession facility		Delete
Daily/weekly/season fee includes utilities	\$25/day, \$150/week, or \$500/season-whichever is less	
Seasonal - utilities billed at actual hourly cost to permit holder	\$150/wk. or \$500 season- whichever is less	
Without use of LBTRA concession facility		Delete
Daily/Weekly fee includes utilities	\$25/day, \$150/week	Delete
Seasonal - utilities billed @ actual hourly cost to permit holder-	\$50/week, \$75/season whichever is less	Delete

BMX Track

ABA BMX Membership	Set by ABA	
Sanctioned Races	\$10	

**AGENDA
RAYTOWN PARKS & RECREATION BOARD**

**Monday, November 18, 2019
Colman Park Office 5912 Lane Ave, Raytown
7:00 PM**

I. Call to Order

II. Public Participation

Approval of Minutes –October 21, 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 – Loretha Hayden

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. Security discussion 2020
2. Program Fee Schedule
3. Contracted Mowing
4. Other Business

VII. Adjourn

VIII. Announcements

- Next Meeting: Monday, December 16, 2019 7 PM Parks Office

**Raytown Park Board
Minutes
October 21, 2019**

Attendance:

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

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

Guests: Missy Wilson, Derek Ward and Tony Jacobs

Public Participation:

Tony Jacobs asked about reducing hours during winter months, when would light at Kenagy be installed and agenda has not been on-line.

A quorum was declared present and the meeting was called to order at 7:00 pm. Terry Copeland made a motion to approve minutes from September 16, 2019. George Mitchell seconded and the motion passed.

Reports of Officers:

President – no report

Vice President – no report

Reports of Standing & Special Committees:

Personnel – Robbie needs to set up meeting with Teresa at City hall. Meeting will be November 11th at 6:30 pm at City Hall.

Finance – Terry stated we are target with budget for the year.

Program – Will need to have program meeting before November meeting.

Buildings & Grounds – no report

Rice Tremonti – roof needs replaced and they are getting bids.

BMX – need to have meeting with Parks Dept in December to lay out schedule for next fiscal year.

Staff Reports:

Director – a written report was distributed

Superintendent of Parks - a written report was distributed

Recreation - a written report was distributed

New Business:

1. Dave will be sending out RFP to Youth Baseball/Softball groups to utilize Little Blue Trace next year.
2. Security plan for 2020. Have Homeland Security at the November meeting to discuss their ideas for security at the parks. Then send information to Buildings & Grounds.
3. Sales Tax Update – Chris asked for volunteers to help knock on doors November 2 & 3. Dave will be putting flyers or speaking at several events: 10/23 – Chamber luncheon, 10/25-Emmanuel Cleaver at Wellness Center, 10/29-Rotary. Mailing postcards to zip codes 64138 and the city newsletter will be delivered this week to citizens. Will look into PTA meetings at school.
4. Dave Thurman made a motion to adjourn at 7:50 pm. Robbie Tubbs seconded and the motion passed.

Raytown Parks & Recreation Department
Director's Report
November 18, 2019

Sales Tax election The Parks/Storm Water Sales Tax question passed with 81% approval! Thanks to all of those involved who helped the effort.

Kritser Sink Hole Parks staff discovered a sink hole near the east ball field at Kritser. The concrete storm sewer pipe became disconnected and eroded a 3' hole in that location. We have discussed with Public Works on how to fix the situation, and they will help with any equipment needed to make repairs. Staff timing is holding up the repairs.

Homeland Security The security company worked September 1st through October 31st and were sending status reports on their nightly checks of the Parks properties. We will meet with Homeland Security tonight to get their recommendations for what Raytown Parks should plan for 2020.

LWCF Plans I still have not heard much from Nathan Nickolaus, but I will start the Kenagy grant process in mid-December, which is the MODNR estimate on when the grant will be open. Due date is still mid-February.

Youth Baseball I met with baseball groups on November 12th at Little Blue Trace.

WIFI All lines are in at Kritser Park, we are scheduled for Comcast techs to install the modem on November 18th. Comcast is scheduled to install cat-6 WIFI cable at Kenagy Park, we will have to pay around \$430 for a 450' boring job at Kenagy. Parks staff has the conduit installed and interior locations ready for the WIFI hardware.

Lighting Project The lights and poles are here, but we are waiting on an adapter for capping the tops of the poles and for mounting the lights.

Micro Surfacing Parking Areas Vance Brothers has completed Lane Ave and two of our main parking areas but they did skip the shop parking lot due to cracks and potholes. They recommend doing a crack seal, hot mix fill of potholes, and an over seal on that lot. Their quote was \$3,400 for the work, and if we go forward it will be in spring of 2020.

Metal Siding Ron is taking bids on getting metal siding on Parks Office building.

Finance Policy Change Russ Petry, Finance Director has updated the budget transfer policy. Now Dept Heads can transfer \$3,000 independently, up to \$10,000 with Finance Dept approval, and up to \$15,000 with City Administrator approval.

Pocket Park Ron made a presentation to the Main Street Association about updating and changing the Pocket Park to improve the look and maintenance aspects of the property. Funds would be from the City.

KCMPRDA I attended a Park Directors meeting on Nov 8th, most of what was discussed was addressing the homeless situation in Parks and public spaces.

Sales Tax Revenue November Sales Tax has been posted. \$25,823.

October 2019

Horticulture / Right of Way-

Jessie Poire is our new ROW/Maintenance Technician. He started with us on October 22nd. So far things are going well. He has been cleaning up landscape beds and has helped with the installation of the spring blooming bulbs. We are hopefully that he will attend a training event in January to begin his certification for a public pesticide applicator.

The final application of fertilizer has now been applied to our athletic fields. The next application will be for weed control in April.

We also have completed the installation of the spring bulbs. This year over 3,000 bulbs were planted. We are hopeful for a colorful spring.

Park Maintenance -

All water fountains and bathrooms are now shut down for the winter. Portable restrooms are available in Kenagy, Colman, and Kritser Parks for our patrons use.

The lights for the Kenagy fountain have now been shipped out for evaluation and repair. We are hopeful that everything but shipping will be covered by the warranty.

We have purchased an all steel carport. The truck and plow used for snow removal will not fit into our shop. The carport will allow us to provide some winter protection for this equipment. Shop alterations may occur down the road to address this issue in the shop.

Staff have assisted BMX with the relocation of 6-55 gallon barrels of surface protector for the top soil on their track. This product can not freeze and the Raytown Water Company has allowed storage in their basement. Of course we will likely be returning it next spring.

A park bench has received a new powder coat finish and has been exchanged for one located in Colman Park near the Rotary Book Barn. A portion of this improvement was paid for by a Raytown Rotary donation.

Once again staff is assisting with the Christmas decorations downtown. We are hopeful that most of our work will be completed by the Park Board Meeting.

A couple recent issues will soon be addressed. A storm water pipe at Kritser Park will need to be repaired. It has shifted and is leaking. We also have an electrical issue on field #1 at LBTRA. The electric meter on this field has been removed by Everygy as there as issues with its connection to our system. Our staff will being looking into these repairs and addressing them soon.

Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Mike Conrad

Nov. 2019

- A. Youth Basketball
 - a. Change due to low 6th grade registration:
 - i. 4th grade standalone grade
 - ii. 5th/6th grade combined
 - b. Scheduled made and sent out
 - c. Practices started with minimal issues
 - d. Jersey order has been submitted to the printer
 - e. Able to add a couple more coaches
 - f. Total players: 247
- B. Program Committee meeting Monday
 - a. Discuss Fees
- C. Holiday Lighting
 - a. Help decorate pocket park Friday 11/15