

**AGENDA
RAYTOWN PARKS & RECREATION BOARD**

**Monday, September 17, 2018
Colman Park Office 5912 Lane Ave, Raytown
7:00 PM**

I. Call to Order

II. Public Participation

Approval of Minutes – August 20, 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. Record meetings, or written minutes only.
2. Sales tax discussion.
3. MOU
4. Other Business

VII. Adjourn

VIII. Announcements

- Next Meeting: Monday, October 15, 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
Program Committee Agenda
September 17, 2018**

I. 6:00 p.m. Call to Order

II. Reports of Officers:
President – Robbie Tubbs

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

Addendum:

IV. Other Business

Announcements:

**Raytown Park Board
Minutes
August 20, 2018**

Attendance:

Park Board: Chris Rathbone, Mike Hanna, Dave Thurman, Robbie Tubbs, George Mitchell, Brian Morris, Janette Guenther, Terry Copeland and Loretha Hayden.

Staff: Dave Turner, Ron Fowler, Angelique Zadrozny and Mary Ann McCormick

A quorum was declared present and the meeting was called to order. The minutes from July 16, 2018 were approved as written.

Report of Officers:

President: Chris Rathbone reported he went to the Raytown Historical Society grand reopening, sat in on Finance Committee meeting at BOA to review budget for FY2018-19. Chris will meet with Mayor to discuss MOU.

Vice President: Dave Thurman reported that the Lee's Summit Tribune has now added a page to their newspaper about Raytown news. You can go on-line and look at it also, www.lstribune.net.

Report of Standing and Special Committees:

Personnel – no report

Finance – Terry Copeland expects us to be under budget for this fiscal year.

Program – Robbie would like to have a Program Committee meeting to look at our Fee Schedule for next year.

Buildings & Grounds – no report

Rice-Tremonti - \$1000 rentals in June and July, construction scheduled for spring 2019 to repair front porch on North side and raise roof. Fall Festival – 9/30 2-6 pm.

Staff Reports:

Director – Brad Taylor Inc. is our current mowing contractor and they have not fulfilled their contract and we are cancelling it as of 8/15/18. We are now going to go with Infinity Building Services who was the second bidder. We will be taking this to the BOA on 8/21/18 for approval. The BMX track is still working on getting credit cards at the track and getting their tax exempt status.

Superintendent of Parks – a written report was distributed.

Recreation – a written report was distributed

New Business:

1. Camera bids were received on August 9th and we had two bidders. The low bidder was Kenton Brothers with a bid of \$24,434.04. BOA approved the contract for \$26,877.44 which is \$24,434.04 plus 10%. We will need to transfer money into Park Improvements for Annual Service Agreement.
2. BOA Finance Committee met and changed our budget. They don't think we will need \$50,000 for the election so we need to lower it and then put some of that money into GPS for our trucks. Robbie Tubbs made a motion to add GPS into

the budget. Loretha Hayden seconded and the motion passed. Mike Hanna made a motion to approve \$32,000 for elections and \$1500 maintenance for GPS. Brian Morris seconded and the motion passed. There is \$2510 in this year's budget for GPS. Board gave Dave approval to get the GPS in the trucks as ASAP. 8/21/18 – Update – Dave called Jeff in Public Works to get the GPS system ordered for Parks. Jeff said that City has not decided on which GPS to use so there is nothing to do at this time.

3. Sales tax update – Park Board would like Dave to update the list of projects that we would consider for the sales tax election and have that ready for the September meeting.
4. MOU – Brian Morris made a motion to strike Paragraph B and tweak the budget wording in Paragraph A in the MOU and have Chris Rathbone meet with Mayor to discuss. Dave Thurman seconded and motion passed.
5. Mike Hanna made a motion to enter into closed session pursuant to Missouri Statute 610.021(2) Leasing, purchase or sale of real estate by a public government body where public knowledge of the transaction might adversely affect the legal consideration thereof. George Mitchell seconded and by a show of hands – Chris Rathbone, Mike Hanna, Dave Thurman, Robbie Tubbs, George Mitchell, Brian Morris, Janette Guenther, Terry Copeland and Loretha Hayden passed the motion.
6. Mike Hanna made a motion to adjourn closed session. Janette Guenther seconded and by a show of hands - Chris Rathbone, Mike Hanna, Dave Thurman, Robbie Tubbs, George Mitchell, Brian Morris, Janette Guenther, Terry Copeland and Loretha Hayden passed the motion.
7. Mike Hanna made a motion to adjourn the meeting. George Mitchell seconded and the motion passed.

Raytown Parks & Recreation Department
Director's Report
September 17, 2018

Mowing Contractor We are now under contract with Infinity Builders LLC, and they have been doing our mowing for the last three weeks. Our properties do look better and their equipment is more suited to our needs.

LWCF Grant Obligations I have a meeting scheduled with State Rep. Jerome Barnes and Congressman Emanuel Cleaver for Monday September 17 at Emanuel Cleavers office. Damon Hodges will also attend, and I have forwarded the LWCF Grant information and the actual grant contract to Rep Cleavers staff for review. The goal of the meeting is to either find a pathway to sell the property or to sell the assets that make up the water park to fund the redevelopment of the property.

Southwood Trail Work started Wednesday September 12 at Southwood Park. Hoy Excavating has completed the bulldozer work. I will be ordering rock for the drainage work and trail bed. We will be using a small excavator/back hoe for the drainage pipe work. I am watching the budget on this closely with the purpose of buying steel for updating our signage and to buy 6 more goals for disc golf with the unused funds for the trail project.

Kenton Brothers Camera Project Tuesday September 18th we will pour concrete base in two locations for the poles to be installed for mounting our camera's. I am working with Brinton Hallum to schedule the installation with Kenton Brothers. The Purchase Order for the contracted work has been raised, and monies moved to cover the cost of the project.

Raytown BMX The BMX National Race will be this weekend September 21-23. We have been keeping an eye on their expenses, and have shifted money from other parts of their budget to allow as many funds as possible available for their concessions needs. We have made a couple of requests to the school district regarding the property and parking area for the BMX National.

Raytown Baseball Association The season has ended, and they will not be hosting a fall session. Their financial troubles continue, and they will have to sell items to repay Parks for utilities.

New Hire Our Landscape Tech position has been offered to a candidate.

Sales Tax Revenue August Sales tax revenue was \$19,472.52. We are much below our expenses for the 2018 budget year, and have \$1,058,941.29 in the Park Fund as of September 12th.

Park Maintenance Report
September - 2018

Horticulture / Right of Way

I am hopeful that in the next 2 weeks we will have a new Horticulture technician on staff. As you know this position does most of our right-of-way responsibilities. They have three years of ground maintenance experience and are very eager to begin.

We are sending Eric to an arborist training school in Manhattan, Kansas in October. This week long event is a beginning arborist class, yet very comprehensive, and is held by the Kansas Arborist Association. We have had a least 2 other staff members attend in past years with considerable benefits to our department.

Park Maintenance -

Infinity Building Services our replacement contract mower has completed one work order. It was a night and day performance difference. Most of the parks are loaded with crabgrass. It is tough to cut and stays wet until afternoon which makes high quality mowing difficult. The turf had a finish cut and trimming was light-years better than with the previous vendor.

Staff worked toward making the music festival successful. They mowed and trimmed the park. Selected restrooms received some spot painting. A new electrical supply line was rerouted for the bands power supply. The landscape bed by the older bathrooms was dressed up with some new retaining wall stones and shrub trimming. Special thanks to Alan for working a split-shift that day to assist with setup and teardown.

Staff has also filled the gap with mowing parks as needed while we transitioned to a new contract mowing vendor. Not all parks received proper attention, but we certainly tried to meet the worst needs.

A dogwood tree and some ground cover located at the circle turn-around on the Eastside of Kenagy has been recently vandalized. The tree was ripped from the ground and thrown into the pond along with some of the associated ground cover. We rescued the tree and repotted it, hoping it will recover. We have placed a trail camera on this location to see if we might get a picture of the person should they strike again.

We expect to receive delivery on our new 1 ton truck chassis within the next 2 weeks. It will then go to Knapheide Truck center for the remainder of the work.

###



Park Board Report

Angelique Zadrozny

September 13, 2018



50+ Softball League

The 50+ softball leagues have a few more weeks left in their season. Thus far, twelve people have signed up for the RainedOut text notifications for weather cancellations. Trophies have been ordered and delivered by Dyekman Trophies.

Adult Tennis League

The Tuesday night tennis league is wrapping up their fall season. Five people have signed up for RainedOut text notifications so far. Shirts have been ordered and delivered by Raytown Screen Printing. Ralph Boudreaux has donated water, soda, and tennis balls to the league.

Youth Basketball League

The flier and registration form for the Raytown Youth Basketball League has been electronically distributed to parents by the school district using Peachjar. Marketing materials have also been posted in the sign boards at all parks. We currently have 38 kids registered and 9 coaches committed. Twelve people have already signed up for RainedOut text notifications. The registration deadline is Friday, September 28th, at 5:00 pm.

Raytown Arts & Musical Festival

The event ran very smoothly with little to no issues. The boosted Facebook posts for the festival reached 21,455 people and there were 1,184 engagements (likes, shares, comments, etc.). I did some research on competing events and potential other dates to host the festival. We had a wrap-up meeting and considered moving the event to start later in the day and continue into the evening.

Raytown Live

The last concert of the summer was on Saturday, September 8th, with the Nick Schnebelen Band performing. Pita for Good and Kona Ice were the food vendors. We spent more on the band, stage, and portable toilets for this event compared to the previous concerts. The estimated total expenses for the summer concert series is \$9,900.00 and the estimated total revenue is \$13,300.00, leaving approximately \$3,400.00 in net revenue.



		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
Fund: 201 - PARKS & RECREATION							
Revenue							
<u>201-00-00-001-41206</u>	TIF - EATS	-55,550.00	-55,550.00	0.00	-27,263.00	28,287.00	49.08 %
<u>201-00-00-100-41205</u>	Parks/Storm Water Capital Sales Ta	308,050.00	308,050.00	35,130.67	290,044.99	-18,005.01	5.84 %
<u>201-00-00-100-46102</u>	Investment Income	3,500.00	3,500.00	0.00	7,062.23	3,562.23	201.78 %
<u>201-00-00-100-46401</u>	Miscellaneous Revenue	0.00	0.00	0.00	62.95	62.95	0.00 %
<u>201-92-00-000-42122</u>	Credit Card Processing Fee	0.00	0.00	10.38	10.38	10.38	0.00 %
<u>201-92-00-100-41101</u>	Real Estate Tax	400,000.00	400,000.00	0.00	407,334.52	7,334.52	101.83 %
<u>201-92-00-100-41102</u>	Personal Property Tax	101,000.00	101,000.00	0.00	94,217.04	-6,782.96	6.72 %
<u>201-92-00-100-41104</u>	Delinquent Real Estate Taxes	13,500.00	13,500.00	0.00	13,064.86	-435.14	3.22 %
<u>201-92-00-100-41105</u>	Penalties	9,000.00	9,000.00	0.00	8,965.50	-34.50	0.38 %
<u>201-92-00-100-41106</u>	EXCESS PROCEEDS	0.00	0.00	0.00	140.53	140.53	0.00 %
<u>201-92-00-100-41107</u>	Railroad & Utilities Tax	19,500.00	19,500.00	0.00	21,669.67	2,169.67	111.13 %
<u>201-92-00-100-41108</u>	Replacement Tax	22,000.00	22,000.00	0.00	21,278.20	-721.80	3.28 %
<u>201-92-00-100-41110</u>	Circuit Breaker Refund	-2,500.00	-2,500.00	0.00	-1,761.90	738.10	70.48 %
<u>201-92-00-100-41111</u>	Delinquent Property Tax Revenue	9,000.00	9,000.00	0.00	8,960.61	-39.39	0.44 %
<u>201-92-00-100-46101</u>	Interest Earnings	3,500.00	3,500.00	0.00	7,976.52	4,476.52	227.90 %
<u>201-92-00-100-47101</u>	Ballfield Lights Fees	5,000.00	5,000.00	45.00	3,453.00	-1,547.00	30.94 %
<u>201-92-00-100-47105</u>	Shelter House Rental Fees	15,500.00	15,500.00	590.00	20,990.00	5,490.00	135.42 %
<u>201-92-00-100-47110</u>	Sports Field Rental Fees	1,500.00	1,500.00	0.00	3,453.50	1,953.50	230.23 %
<u>201-92-00-100-47116</u>	Vending Machine-Kenagy	1,000.00	1,000.00	0.00	711.60	-288.40	28.84 %
<u>201-92-00-100-47204</u>	Team Sports League	54,500.00	44,500.00	280.00	17,448.00	-27,052.00	60.79 %
<u>201-92-00-100-47220</u>	Donations	500.00	20,500.00	0.00	20,867.17	367.17	101.79 %
<u>201-92-00-100-47401</u>	Participant Fees	27,750.00	27,750.00	0.00	12,046.36	-15,703.64	56.59 %
<u>201-92-00-100-47405</u>	Concession Sales	6,000.00	6,000.00	0.00	2,777.00	-3,223.00	53.72 %
<u>201-92-00-100-47415</u>	ABA Memberships	4,000.00	4,000.00	0.00	791.00	-3,209.00	80.23 %
<u>201-92-00-100-47425</u>	Other Income	200.00	18,200.00	0.00	18,057.25	-142.75	0.78 %
<u>201-92-00-100-47530</u>	Rice Tremonti	6,900.00	6,900.00	579.36	6,372.96	-527.04	7.64 %
	Revenue Total:	953,850.00	981,850.00	36,635.41	958,730.94	-23,119.06	2.35 %
Expense							
<u>201-92-00-100-51102</u>	Civilian Employees	405,398.00	400,398.00	13,222.49	240,753.50	159,644.50	39.87 %
<u>201-92-00-100-51106</u>	Part Time Employees	7,725.00	7,725.00	171.60	2,063.10	5,661.90	73.29 %
<u>201-92-00-100-51111</u>	Civilian Employees Overtime	9,484.00	9,484.00	393.69	2,455.85	7,028.15	74.11 %
<u>201-92-00-100-51203</u>	Holiday Pay	0.00	0.00	0.00	9,219.74	-9,219.74	0.00 %
<u>201-92-00-100-51206</u>	Life Ins	1,223.00	1,223.00	0.00	735.03	487.97	39.90 %
<u>201-92-00-100-51207</u>	Sick Leave Pay	0.00	0.00	138.48	7,239.43	-7,239.43	0.00 %
<u>201-92-00-100-51208</u>	Vacation Pay	0.00	0.00	196.45	24,592.21	-24,592.21	0.00 %
<u>201-92-00-100-51212</u>	Deferred Compensation - 401 A	8,298.00	8,298.00	218.38	5,519.19	2,778.81	33.49 %
<u>201-92-00-100-51214</u>	Civilian Pension - LAGERS	51,386.00	51,386.00	2,855.15	39,854.72	11,531.28	22.44 %
<u>201-92-00-100-51215</u>	Health Insurance	45,660.00	45,660.00	1,253.26	25,591.30	20,068.70	43.95 %
<u>201-92-00-100-51218</u>	Med Exp - HSA contribution	4,500.00	4,500.00	0.00	1,750.00	2,750.00	61.11 %
<u>201-92-00-100-51219</u>	Unemployment	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>201-92-00-100-51220</u>	Dental	3,293.00	3,293.00	95.10	1,980.06	1,312.94	39.87 %
<u>201-92-00-100-51221</u>	Vision	555.00	555.00	20.03	418.95	136.05	24.51 %
<u>201-92-00-100-51225</u>	FICA	32,329.00	32,329.00	1,053.18	22,516.72	9,812.28	30.35 %
<u>201-92-00-100-51231</u>	Auto Allowance	5,892.00	5,892.00	0.00	4,051.79	1,840.21	31.23 %
<u>201-92-00-100-51236</u>	Ins Opt Out Incentive	10,062.00	10,062.00	419.25	5,669.86	4,392.14	43.65 %
<u>201-92-00-100-51238</u>	Phone Allowance	2,880.00	2,880.00	0.00	1,397.14	1,482.86	51.49 %
<u>201-92-00-100-51240</u>	Workers Compensation Insurance	12,527.00	12,527.00	0.00	11,014.69	1,512.31	12.07 %
<u>201-92-00-100-52101</u>	Office Supplies	1,050.00	550.00	38.80	392.65	157.35	28.61 %
<u>201-92-00-100-52200</u>	Operating Supplies	18,750.00	21,150.00	160.34	15,692.04	5,457.96	25.81 %
<u>201-92-00-100-52233</u>	Uniforms	4,100.00	4,100.00	415.20	1,466.83	2,633.17	64.22 %

Budget Report

For Fiscal: 2017-2018 Period Ending: 09/30/2018

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>201-92-00-100-52250</u>	Professional Services	6,000.00	6,000.00	1,560.00	3,560.00	2,440.00 40.67 %
<u>201-92-00-100-52300</u>	Repair & Maintenance Supplies	67,250.00	66,650.00	2,038.01	18,030.06	48,619.94 72.95 %
<u>201-92-00-100-52301</u>	Fuel	13,500.00	13,500.00	0.00	3,983.69	9,516.31 70.49 %
<u>201-92-00-100-53101</u>	Postage	1,200.00	1,200.00	500.00	654.34	545.66 45.47 %
<u>201-92-00-100-53241</u>	Printing & Promotions	3,000.00	2,020.00	34.00	668.86	1,351.14 66.89 %
<u>201-92-00-100-53301</u>	Dues & Memberships	2,850.00	2,850.00	0.00	1,331.25	1,518.75 53.29 %
<u>201-92-00-100-53401</u>	Electricity	44,200.00	44,200.00	0.00	31,693.82	12,506.18 28.29 %
<u>201-92-00-100-53411</u>	Gas	3,700.00	3,700.00	0.00	2,348.70	1,351.30 36.52 %
<u>201-92-00-100-53421</u>	Water	19,250.00	18,550.00	488.79	4,998.65	13,551.35 73.05 %
<u>201-92-00-100-53431</u>	Telephone	3,400.00	2,800.00	40.60	2,087.75	712.25 25.44 %
<u>201-92-00-100-53500</u>	Equipment Expense	2,475.00	2,475.00	278.95	586.27	1,888.73 76.31 %
<u>201-92-00-100-53563</u>	Elections	50,000.00	19,122.56	0.00	0.00	19,122.56 100.00 %
<u>201-92-00-100-53565</u>	Temp Agency Service	0.00	5,000.00	0.00	4,895.10	104.90 2.10 %
<u>201-92-00-100-53600</u>	Repair & Maintenance Services	1,000.00	19,000.00	3,715.26	17,537.45	1,462.55 7.70 %
<u>201-92-00-100-53644</u>	Computer Services	10,250.00	10,250.00	0.00	9,806.57	443.43 4.33 %
<u>201-92-00-100-53701</u>	Education and Training	3,450.00	3,450.00	250.00	398.49	3,051.51 88.45 %
<u>201-92-00-100-53711</u>	Meals & Travel	1,350.00	1,350.00	21.00	223.60	1,126.40 83.44 %
<u>201-92-00-100-53824</u>	County Collection Expense	0.00	0.00	0.00	8,663.69	-8,663.69 0.00 %
<u>201-92-00-100-53913</u>	General Liability Insurance	18,062.00	18,062.00	0.00	13,239.78	4,822.22 26.70 %
<u>201-92-00-100-53961</u>	Bank Charges	2,300.00	2,300.00	0.00	2,987.99	-687.99 -29.91 %
<u>201-92-00-100-53999</u>	Miscellaneous Contractual	43,400.00	44,380.00	4,462.08	19,796.78	24,583.22 55.39 %
<u>201-92-00-100-54500</u>	Recreational Programming	49,300.00	59,300.00	1,075.63	39,261.92	20,038.08 33.79 %
<u>201-92-00-100-55000</u>	Vehicle Expense	5,610.00	5,610.00	261.88	1,832.06	3,777.94 67.34 %
<u>201-92-00-100-57000</u>	Capital Expenditures	72,000.00	135,221.44	12,217.02	46,706.42	88,515.02 65.46 %
	Expense Total:	1,049,159.00	1,109,503.00	47,594.62	659,668.04	449,834.96 40.54 %
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-95,309.00	-127,653.00	-10,959.21	299,062.90	426,715.90 334.28 %
	Report Surplus (Deficit):	-95,309.00	-127,653.00	-10,959.21	299,062.90	426,715.90 334.28 %

Budget Report

For Fiscal: 2017-2018 Period Ending: 09/30/2018

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	36,635.41	958,730.94	-23,119.06	2.35 %
Expense	1,049,159.00	1,109,503.00	47,594.62	659,668.04	449,834.96	40.54 %
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-95,309.00	-127,653.00	-10,959.21	299,062.90	426,715.90	334.28 %
Report Surplus (Deficit):	-95,309.00	-127,653.00	-10,959.21	299,062.90	426,715.90	334.28 %

Budget Report

For Fiscal: 2017-2018 Period Ending: 09/30/2018

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	-10,959.21	299,062.90	426,715.90
Report Surplus (Deficit):	-95,309.00	-127,653.00	-10,959.21	299,062.90	426,715.90



City of Raytown, MO

Fund Balance Report

As Of 09/13/2018

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	752,077.12	958,730.94	651,749.64	1,059,058.42
Report Total:	752,077.12	958,730.94	651,749.64	1,059,058.42