

**AGENDA
RAYTOWN PARKS & RECREATION BOARD**

**Monday, May 20, 2019
Colman Park Office 5912 Lane Ave, Raytown
7:00 PM**

I. Call to Order

II. Public Participation

Approval of Minutes –April 15, 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. Closed Session (1)
2. Spending Project 2019 budget year
3. 2020 Budget
4. Sales Tax discussion
5. Other Business

VII. Adjourn

VIII. Announcements

- Next Meeting: Monday, June 17, 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
April 15, 2019**

Attendance:

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

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

Guests: Tony Jacobs and Jan Martin

A quorum was declared present and the meeting was called to order. The minutes from March 18, 2019 were approved as written.

Public Participation:

Tony Jacobs asked why a certain Mayoral candidate received a discount on renting the Rice Tremonti home and let same person use the facility without paying.

Reports of Officers:

President – no report

Vice President – no report

Reports of Standing & Special Committees:

Personnel – Robbie asked about employee who damaged park truck if he passed drug test. He did.

Finance – Terry reported general fund of \$1.3 million

Program - no report

Buildings & Grounds – no report

Rice-Tremonti – no report

BMX – George has been attending their meetings and nothing else to report.

Staff Reports:

Director – a written report was distributed

Superintendent of Parks - a written report was distributed. Ron stated fountain being put in at Kenagy tomorrow. Getting prices on alarm system at Little Blue.

Recreation - a written report was distributed

New Business:

1. Jan Martin from Rice Tremonti updated us on happenings at Rice Tremonti. They had 50 rentals last year and already have 37 this year. Most of their revenue comes from the 2-Soup & Crafts Days and the Ice Cream Social. They upgraded the driveway and flowerbeds last year. They are getting bids on fixing the front porch and put on hold the cellar repair. Brian Morris is talking to Jackson County Historical Society about doing a living history at the Soup & Craft days.

2. Mike Hanna made a motion not to exceed \$200,000 on projects that will bring the most bang for our buck. Terry Copeland seconded and the motion passed. Staff is to create a list of projects along with prices for the next board meeting.
3. Brian Morris made a motion not to exceed \$6,000.00 on informational flyer to be mailed out with approval by Park Board President and Vice President. Loretha Hayden seconded and the motion passed.
4. Brian Morris asked about the "No Smoking" signs at the ballfield. Dave Turner has them ordered.
5. Terry Copeland made a motion to adjourn. Robbie Tubbs seconded and the motion passed.



		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	-31,000.00	-31,000.00	0.00	-12,932.22	18,067.78	41.72 %
201-00-00-100-41205	Parks/Storm Water Capital Sales Ta	308,000.00	308,000.00	0.00	153,662.37	-154,337.63	50.11 %
201-00-00-100-46102	Investment Income	3,500.00	3,500.00	0.00	5,055.25	1,555.25	144.44 %
201-00-00-100-46401	Miscellaneous Revenue	0.00	0.00	0.00	6.75	6.75	0.00 %
201-92-00-000-42122	Credit Card Processing Fee	0.00	0.00	0.00	313.69	313.69	0.00 %
201-92-00-100-41101	Real Estate Tax	409,000.00	409,000.00	0.00	400,118.24	-8,881.76	2.17 %
201-92-00-100-41102	Personal Property Tax	104,500.00	104,500.00	0.00	89,782.71	-14,717.29	14.08 %
201-92-00-100-41104	Delinquent Real Estate Taxes	13,500.00	13,500.00	0.00	8,318.65	-5,181.35	38.38 %
201-92-00-100-41105	Penalties	9,000.00	9,000.00	0.00	5,017.36	-3,982.64	44.25 %
201-92-00-100-41107	Railroad & Utilities Tax	21,000.00	21,000.00	0.00	19,851.95	-1,148.05	5.47 %
201-92-00-100-41108	Replacement Tax	21,000.00	21,000.00	0.00	26,026.85	5,026.85	123.94 %
201-92-00-100-41110	Circuit Breaker Refund	-2,000.00	-2,000.00	0.00	-1,384.14	615.86	69.21 %
201-92-00-100-41111	Delinquent Property Tax Revenue	10,000.00	10,000.00	0.00	6,501.68	-3,498.32	34.98 %
201-92-00-100-46101	Interest Earnings	3,500.00	3,500.00	0.00	7,790.69	4,290.69	222.59 %
201-92-00-100-46303	Gain on sale of Fixed Asset	0.00	0.00	0.00	31,000.00	31,000.00	0.00 %
201-92-00-100-47101	Ballfield Lights Fees	5,000.00	5,000.00	0.00	2,663.50	-2,336.50	46.73 %
201-92-00-100-47105	Shelter House Rental Fees	15,500.00	15,500.00	0.00	16,250.00	750.00	104.84 %
201-92-00-100-47110	Sports Field Rental Fees	1,200.00	1,200.00	0.00	1,355.00	155.00	112.92 %
201-92-00-100-47116	Vending Machine-Kenagy	1,000.00	1,000.00	0.00	379.16	-620.84	62.08 %
201-92-00-100-47204	Team Sports League	44,000.00	44,000.00	0.00	2,395.00	-41,605.00	94.56 %
201-92-00-100-47220	Donations	20,000.00	20,000.00	0.00	8,075.00	-11,925.00	59.63 %
201-92-00-100-47401	Participant Fees	0.00	0.00	0.00	4,918.42	4,918.42	0.00 %
201-92-00-100-47405	Concession Sales	0.00	0.00	0.00	461.50	461.50	0.00 %
201-92-00-100-47415	ABA Memberships	0.00	0.00	0.00	1,085.00	1,085.00	0.00 %
201-92-00-100-47425	Other Income	100.00	100.00	0.00	3,536.82	3,436.82	3,536.82 %
201-92-00-100-47530	Rice Tremonti	6,800.00	6,800.00	0.00	-1,738.08	-8,538.08	125.56 %
201-92-00-200-47401	Participant Fees - BMX	20,000.00	20,000.00	0.00	54.00	-19,946.00	99.73 %
201-92-00-200-47405	Concession Sales - BMX	6,000.00	6,000.00	0.00	0.00	-6,000.00	100.00 %
201-92-00-200-47415	ABA Memberships - BMX	4,000.00	4,000.00	0.00	0.00	-4,000.00	100.00 %
	Revenue Total:	993,600.00	993,600.00	0.00	778,565.15	-215,034.85	21.64 %
Expense							
201-92-00-100-51102	Civilian Employees	444,440.00	444,440.00	15,757.33	184,198.61	260,241.39	58.55 %
201-92-00-100-51106	Part Time Employees	6,100.00	6,100.00	0.00	0.00	6,100.00	100.00 %
201-92-00-100-51111	Civilian Employees Overtime	5,711.00	5,711.00	170.78	1,843.72	3,867.28	67.72 %
201-92-00-100-51203	Holiday Pay	0.00	0.00	0.00	10,081.75	-10,081.75	0.00 %
201-92-00-100-51206	Life Ins	1,309.00	1,309.00	0.00	543.50	765.50	58.48 %
201-92-00-100-51207	Sick Leave Pay	0.00	0.00	0.00	2,723.80	-2,723.80	0.00 %
201-92-00-100-51208	Vacation Pay	0.00	0.00	0.00	6,990.61	-6,990.61	0.00 %
201-92-00-100-51212	Deferred Compensation - 401 A	8,615.00	8,615.00	235.98	3,290.92	5,324.08	61.80 %
201-92-00-100-51214	Civilian Pension - LAGERS	58,406.00	58,406.00	4,053.73	26,189.62	32,216.38	55.16 %
201-92-00-100-51215	Health Insurance	50,297.00	50,297.00	1,789.63	22,788.23	27,508.77	54.69 %
201-92-00-100-51218	Med Exp - HSA contribution	3,000.00	3,000.00	0.00	2,375.00	625.00	20.83 %
201-92-00-100-51220	Dental	3,840.00	3,840.00	157.74	1,716.36	2,123.64	55.30 %
201-92-00-100-51221	Vision	824.00	824.00	27.19	346.31	477.69	57.97 %
201-92-00-100-51225	FICA	35,305.00	35,305.00	1,167.94	15,253.99	20,051.01	56.79 %
201-92-00-100-51231	Auto Allowance	5,376.00	5,376.00	0.00	2,088.00	3,288.00	61.16 %
201-92-00-100-51236	Ins Opt Out Incentive	6,932.00	6,932.00	419.25	4,052.75	2,879.25	41.54 %
201-92-00-100-51238	Phone Allowance	3,360.00	3,360.00	0.00	1,680.00	1,680.00	50.00 %
201-92-00-100-51240	Workers Compensation Insurance	13,786.00	13,786.00	0.00	5,747.05	8,038.95	58.31 %
201-92-00-100-52101	Office Supplies	550.00	550.00	0.00	4.97	545.03	99.10 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 05/31/2019

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>201-92-00-100-52200</u>	Operating Supplies	2,900.00	2,900.00	0.00	334.91	2,565.09 88.45 %
<u>201-92-00-100-52233</u>	Uniforms	3,100.00	3,100.00	0.00	661.17	2,438.83 78.67 %
<u>201-92-00-100-52250</u>	Professional Services	0.00	1,000.00	0.00	301.00	699.00 69.90 %
<u>201-92-00-100-52300</u>	Repair & Maintenance Supplies	58,850.00	57,850.00	0.00	2,788.12	55,061.88 95.18 %
<u>201-92-00-100-52301</u>	Fuel	7,500.00	7,500.00	0.00	2,569.30	4,930.70 65.74 %
<u>201-92-00-100-53101</u>	Postage	700.00	700.00	0.00	6.85	693.15 99.02 %
<u>201-92-00-100-53241</u>	Printing & Promotions	1,200.00	1,200.00	0.00	55.63	1,144.37 95.36 %
<u>201-92-00-100-53301</u>	Dues & Memberships	2,000.00	2,000.00	0.00	879.00	1,121.00 56.05 %
<u>201-92-00-100-53401</u>	Electricity	42,200.00	42,200.00	0.00	8,067.15	34,132.85 80.88 %
<u>201-92-00-100-53411</u>	Gas	3,200.00	3,200.00	0.00	1,707.37	1,492.63 46.64 %
<u>201-92-00-100-53421</u>	Water	13,550.00	13,550.00	0.00	1,289.91	12,260.09 90.48 %
<u>201-92-00-100-53431</u>	Telephone	2,800.00	2,800.00	0.00	1,147.54	1,652.46 59.02 %
<u>201-92-00-100-53500</u>	Equipment Expense	1,700.00	1,700.00	0.00	102.08	1,597.92 94.00 %
<u>201-92-00-100-53563</u>	Elections	32,000.00	32,000.00	0.00	0.00	32,000.00 100.00 %
<u>201-92-00-100-53600</u>	Repair & Maintenance Services	1,000.00	1,000.00	0.00	375.00	625.00 62.50 %
<u>201-92-00-100-53644</u>	Computer Services	5,500.00	5,500.00	0.00	2,427.50	3,072.50 55.86 %
<u>201-92-00-100-53701</u>	Education and Training	2,450.00	2,450.00	0.00	860.14	1,589.86 64.89 %
<u>201-92-00-100-53711</u>	Meals & Travel	1,350.00	1,350.00	0.00	719.18	630.82 46.73 %
<u>201-92-00-100-53913</u>	General Liability Insurance	18,642.00	18,642.00	0.00	7,762.50	10,879.50 58.36 %
<u>201-92-00-100-53961</u>	Bank Charges	2,300.00	2,300.00	0.00	1,787.39	512.61 22.29 %
<u>201-92-00-100-53999</u>	Miscellaneous Contractual	44,700.00	44,700.00	0.00	2,519.16	42,180.84 94.36 %
<u>201-92-00-100-54500</u>	Recreational Programming	57,990.00	57,990.00	0.00	12,866.05	45,123.95 77.81 %
<u>201-92-00-100-55000</u>	Vehicle Expense	3,100.00	3,100.00	0.00	1,412.67	1,687.33 54.43 %
<u>201-92-00-100-57000</u>	Capital Expenditures	50,900.00	50,900.00	0.00	21,528.23	29,371.77 57.70 %
<u>201-92-00-200-52101</u>	Office Supplies - BMX	500.00	500.00	0.00	0.00	500.00 100.00 %
<u>201-92-00-200-52200</u>	Operating Supplies - BMX	15,850.00	15,430.00	0.00	1,559.81	13,870.19 89.89 %
<u>201-92-00-200-52250</u>	Professional Services - BMX	6,000.00	6,000.00	0.00	573.00	5,427.00 90.45 %
<u>201-92-00-200-52300</u>	Repair & Maintenance Supplies - B	8,100.00	8,100.00	0.00	4,174.27	3,925.73 48.47 %
<u>201-92-00-200-52301</u>	Fuel - BMX	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
<u>201-92-00-200-53241</u>	Printing & Promotions - BMX	1,300.00	1,300.00	0.00	0.00	1,300.00 100.00 %
<u>201-92-00-200-53401</u>	Electricity - BMX	2,000.00	2,000.00	0.00	383.83	1,616.17 80.81 %
<u>201-92-00-200-53421</u>	Water - BMX	700.00	700.00	0.00	0.00	700.00 100.00 %
<u>201-92-00-200-53431</u>	Telephone - BMX	600.00	600.00	0.00	0.00	600.00 100.00 %
<u>201-92-00-200-53999</u>	Miscellaneous Contractual - BMX	4,200.00	4,620.00	0.00	1,083.20	3,536.80 76.55 %
	Expense Total:	1,047,733.00	1,047,733.00	23,779.57	371,857.15	675,875.85 64.51 %
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-54,133.00	-54,133.00	-23,779.57	406,708.00	460,841.00 851.31 %
	Report Surplus (Deficit):	-54,133.00	-54,133.00	-23,779.57	406,708.00	460,841.00 851.31 %

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION						
Revenue	993,600.00	993,600.00	0.00	778,565.15	-215,034.85	21.64 %
Expense	1,047,733.00	1,047,733.00	23,779.57	371,857.15	675,875.85	64.51 %
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-54,133.00	-54,133.00	-23,779.57	406,708.00	460,841.00	851.31 %
Report Surplus (Deficit):	-54,133.00	-54,133.00	-23,779.57	406,708.00	460,841.00	851.31 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
201 - PARKS & RECREATION	-54,133.00	-54,133.00	-23,779.57	406,708.00	460,841.00
Report Surplus (Deficit):	-54,133.00	-54,133.00	-23,779.57	406,708.00	460,841.00



City of Raytown, MO

Fund Balance Report

As Of 05/01/2019

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	891,202.07	778,565.15	348,077.58	1,321,689.64
Report Total:	891,202.07	778,565.15	348,077.58	1,321,689.64

Raytown Parks & Recreation Department
Director's Report
May 20, 2019

Super Splash LWCF I have been contacted again by Trevor Wyatt of KC Waterslide to see if we can sell equipment at Super Splash. I have tried to set up a meeting with the city attorney to see if there are any steps that we can take to move forward or expedite the sale of equipment from the Super Splash property. No Meeting date has been set as of yet.

Maintenance Crew Maintenance staff have been very busy. We have marked 2 more Disc Golf goals at Minor Smith, and I will set 4 more at Southwood Park. We will put in Tee boxes and signage to complete the course that will stretch over two of our parks.

John Sharp has updated 4 of our signboards in our Parks with a new face which maps out the route between Minor-Smith, Kenagy, and Southwood Parks.

Raytown Live The Raytown Live Music Series for 2019 started with cool temperatures for the first concert, but it was decently attended considering the conditions. With the Mayor's help we have raised \$7,525 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 \$6,700, 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. That leaves one more open slot for bands. 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.

BMX The state race weekend was May 11th and 12th. The BMX track made over \$7,000 over the weekend. The weather was rainy, but they did get all of the races in. The track needed repairs by the end.

Little Blue Trace Security Ron had a security system installed at the storage/concession building at Little Blue Trace with extremely loud sirens. This is an effort to curb any theft or break ins, since we plan to store some equipment for field maintenance at that location.

Southwood Park Trail The crosswalk on 83rd ST is being scheduled, and Public Works wanted to know if we wanted a 3D crosswalk at that bike/hike entrance to the park. I talked with Jason Hanson to get more details and am still waiting on pricing.

Should we plan a ribbon cutting in June for the trail opening, or just highlight on face book/webpage?

Sales Tax Revenue May Sales Tax has been posted and is \$25,932.43

May 2019

P
A
R
K
M
A
I
N
T
E
N
A
N
C
E

Horticulture / Right of Way-

Eric and Steven have removed the spring flower bulbs from our flowerbeds and have begun the process of planting the summer annuals. Weather has played a big role in this process with the many rains hampering our efforts.

The 30th Annual Raytown Arbor Day will be held on May 18, 2019 at the Rice-Tremonti home at 10 a.m. A golden delicious apple and Bur Oak will be planted. This is the 175th anniversary of the Rice-Tremonti home and will be so noted in our Mayor's proclamation. KCP&L has once again agreed to compensate us the full price of the trees, and we certainly thank them for this contribution.

Stephen Lowderman returned from his trip to Vietnam on May 14th. All went well and they had a great time.

Park Maintenance -

Because of our very wet spring, contract mowing has been a challenge. They are to mow all sites on Friday, May 17th, and this will be their 3rd mowing cycle. The grass is growing at a very fast rate currently, but will slow as warmer, drier conditions occur. They are mowing every other week, and they are cutting the grass higher than normal to avoid leaving huge amounts of clippings. But, this action very likely causes a very overgrown look by the time they start the next cycle.

Shelter house rentals are in full swing. We have a staff member clean the bathrooms and shelter houses 7 days a week. All bathrooms and drinking fountains are now operational.

The Kenagy fountain is now installed and working. I have given the Kenagy pond the 1st treatment for vegetation control. I will be watching the pond closely as I'm not sure how much of the chemical has been diluted by the recent rains. We will reapply as needed through the summer. It won't be unusual to see some floating vegetation in the pond, however a less than bright green appearance of the material means the product is working.

The new turf seed is germinating at Southwood Park. Staff has also installed two warning pads at the exit locations off the trails. We will begin the installation of the Frisbee golf paraphernalia soon.

We are beginning to get a little vandalism at the Kritser Park bathrooms. So far nothing major, but is an uptick from normal.

Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Mike Conrad

May 2019

- A. Adult Tennis Lessons
 - a. Couple rainouts
 - i. Instructor and I have plan to make up without pushing back dates
- B. Senior Softball
 - a. Have 2 weeks of rainouts
 - i. Will have to add new dates to schedule
- C. Raytown Live!
 - a. Event went well
 - i. People liked the band
 - ii. People liked the food
 - b. Attendance low
 - i. Due to weather
 - c. Volunteers
 - i. Did a great job
 - d. Next June 8th
- D. Fishing Derby
 - a. June 1st
 - b. Fish delivery scheduled for 5/29
 - c. Sol Pro Bass club sending a few volunteers
- E. Movies in the Park
 - a. June 7th: Hotel Transylvania 3

2019 CIP List of Options

Kenagy Restrooms-\$192,000-\$195,000. CXT quote.

Does not include site preparation.

Could go with less capacity, or a different building to stay within the \$200,000 price limit.

Kenagy Pond Wall- \$103,000+ Redi-Rock estimate.

\$35,000 in material, \$60,000 Labor, \$8,000 Engineering and site plan.

Little Blue Trace Ball field lighting-\$123,240 per field, Yellow Blue LED.

Trail lighting- \$13,179.66 for 12 solar poles and lights.

Storage Colman Park- \$200,000 for sight work and metal building south of current Shop Building.

Colman Park Playground-

Colman Park Shelter House Restrooms-

Skate Park Update- \$113,000 Design Plan #6247

\$160,500 Design Plan #6705

\$219,000 Design Plan #6156

American Ramp Company design options and estimates, includes design and installation.