

AGENDA
RAYTOWN PARKS & RECREATION BOARD
Monday, June 17, 2024 7:00 PM

Hosted in person at the Raytown Parks Office:
5912 Lane Ave, Raytown MO 64133

Or via Zoom Link:

<https://us06web.zoom.us/j/85386514865>

Meeting ID: 853 8651 4865

I. Call to Order

II. Public Participation

Approval of Minutes –May 20th, 2024

III. Reports of Officers

President – Robbie Tubbs

Vice President – Evan Gorrell

IV. Reports of Standing & Special Committees

Personnel – Evan Gorrell

Finance – Jules Sneddon

Program – Brian Morris

Buildings & Grounds – Dave Thurman

Main Street- Robbie Tubbs

V. Staff Reports

Director – Dave Turner

Superintendent of Parks – Tony Mesa

Recreation- Marcus Germain

VI. New Business

1. Placer A.I. geo fencing data
2. Basketball fee increase
3. June meeting election of officers

VII. Other Business

VIII. Announcements

IX. Adjourn

- Next regular Meeting: Monday, July 15, 2024, 7 PM at Raytown Parks office

**Raytown Park Board
Minutes
May 20, 2024**

Attendance:

Park Board: Robbie Tubbs, Dave Thurman, Evan Gorrell, Melina Alford, Brian Morris, Zoom-Brent Hugh, Rhonda Herring, Patrick Nelson, Alderman Loretha Hayden

Staff: Dave Turner, Tony Mesa, Marcus Germain, and Mary Ann McCormick

A quorum was declared present at 7:00 pm. Dave Thurman made a motion to approve April 15, 2024 minutes, Brian Morris seconded and the motion passed. Dave Thurman made a motion to approve the May 6, 2024 minutes. Brian Morris seconded and motion passed.

Reports of Officers:

President – Robbie attended the open house with the Raytown Youth Baseball. They had a great turn out and everyone was excited to see Slugger and some KC Royals players. She also attended the Rice Tremonti BBQ contest. They had over 30 vendors along with the BBQ vendors.

Vice President – no report

Reports of Standing & Special Committees

Personnel – no report

Finance - no report

Program - no report

Buildings & Grounds - no report

Main Street – report attached

Staff Reports:

Director – a written report was distributed.

Recreation - a written report was distributed.

Superintendent of Parks a written report was distributed. Minor Smith park tennis courts need cracks filled, trail at LBTRA is going to be limestone chip.

Brian Morris made a motion to apply for the Trim Grant for 2024-25. Evan Gorrell seconded and the motion passed.

New Business:

1. Brian Morris made a motion to increase our LWCF grant budget to \$1.1 million. Dave Thurman seconded and the motion passed.
2. Brian Morris made a motion to adjourn at 7:35 pm. Dave Thurman seconded and the motion passed.



Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION							
Revenue							
201-00-00-100-41205	Parks/Storm Water Capital Sales Ta	370,000.00	370,000.00	30,953.96	244,704.93	-125,295.07	33.86 %
201-00-00-100-46102	Investment Income	17,000.00	17,000.00	0.00	24,073.47	7,073.47	141.61 %
201-00-00-100-46401	Miscellaneous Revenue	0.00	0.00	0.00	78.00	78.00	0.00 %
201-92-00-000-42177	Credit Card Processing Fee	968.00	968.00	27.16	709.14	-258.86	26.74 %
201-92-00-100-41101	Real Estate Tax	559,998.00	559,998.00	1,294.42	486,921.78	-73,076.22	13.05 %
201-92-00-100-41102	Personal Property Tax	107,184.00	107,184.00	377.34	81,283.22	-25,900.78	24.16 %
201-92-00-100-41104	Delinquent Real Estate Taxes	12,000.00	12,000.00	11.90	8,758.74	-3,241.26	27.01 %
201-92-00-100-41105	Penalties	9,900.00	9,900.00	126.44	6,621.35	-3,278.65	33.12 %
201-92-00-100-41106	EXCESS PROCEEDS	0.00	0.00	0.00	439.02	439.02	0.00 %
201-92-00-100-41107	Railroad & Utilities Tax	19,700.00	19,700.00	0.00	18,500.32	-1,199.68	6.09 %
201-92-00-100-41108	Replacement Tax	28,500.00	28,500.00	0.00	32,740.70	4,240.70	114.88 %
201-92-00-100-41110	Circuit Breaker Refund	-680.00	-680.00	-21.42	-391.98	288.02	57.64 %
201-92-00-100-41111	Delinquent Property Tax Revenue	9,700.00	9,700.00	222.85	10,561.29	861.29	108.88 %
201-92-00-100-41112	Contra Land Trust Account	0.00	0.00	0.00	-468.35	-468.35	0.00 %
201-92-00-100-43101	TRIM Grant	31,500.00	31,500.00	0.00	19,300.00	-12,200.00	38.73 %
201-92-00-100-46101	Interest Earnings	30,000.00	30,000.00	0.00	16,931.35	-13,068.65	43.56 %
201-92-00-100-46303	Gain on sale of Fixed Asset	15,000.00	15,000.00	0.00	3,775.00	-11,225.00	74.83 %
201-92-00-100-47101	Ballfield Lights Fees	1,500.00	1,500.00	0.00	180.00	-1,320.00	88.00 %
201-92-00-100-47105	Shelter House Rental Fees	25,000.00	25,000.00	595.00	21,035.86	-3,964.14	15.86 %
201-92-00-100-47110	Sports Field Rental Fees	1,500.00	1,500.00	7,080.00	11,126.29	9,626.29	741.75 %
201-92-00-100-47116	Vending Machine-Kenagy	1,200.00	1,200.00	0.00	206.90	-993.10	82.76 %
201-92-00-100-47204	Team Sports League	24,000.00	24,000.00	45.00	5,432.00	-18,568.00	77.37 %
201-92-00-100-47220	Donations	11,000.00	11,000.00	200.00	9,350.00	-1,650.00	15.00 %
201-92-00-100-47425	Other Income	0.00	0.00	0.00	13,188.74	13,188.74	0.00 %
201-92-00-753-43000	State Grant - LWCF	456,000.00	456,000.00	0.00	0.00	-456,000.00	100.00 %
201-92-00-754-43101	Federal Grant - Omnibus (SuperSpl	100,000.00	100,000.00	0.00	0.00	-100,000.00	100.00 %
201-92-00-755-43101	Federal Grant - Omnibus (Kenagy)	1,000,000.00	1,000,000.00	0.00	0.00	-1,000,000.00	100.00 %
	Revenue Total:	2,830,970.00	2,830,970.00	40,912.65	1,015,057.77	-1,815,912.23	64.14%
Expense							
201-00-00-100-58000	BMX Appropriation	25,000.00	25,000.00	0.00	25,000.00	0.00	0.00 %
201-00-00-100-59950	Operating Transfer - TIF EAT's	33,600.00	33,600.00	2,768.04	22,255.72	11,344.28	33.76 %
201-92-00-100-51102	Civilian Employees	489,668.00	489,668.00	19,198.78	298,753.56	190,914.44	38.99 %
201-92-00-100-51106	Part Time Employees	26,250.00	26,250.00	222.50	1,654.80	24,595.20	93.70 %
201-92-00-100-51111	Civilian Employees Overtime	7,075.00	7,075.00	117.19	2,003.64	5,071.36	71.68 %
201-92-00-100-51206	Life Ins	1,086.00	1,086.00	0.00	724.57	361.43	33.28 %
201-92-00-100-51212	Deferred Compensation - 401 A	2,963.00	2,963.00	152.78	2,455.49	507.51	17.13 %
201-92-00-100-51214	Civilian Pension - LAGERS	69,533.00	69,533.00	2,492.61	42,251.66	27,281.34	39.24 %
201-92-00-100-51215	Health Insurance	76,849.00	76,849.00	3,186.89	43,191.81	33,657.19	43.80 %
201-92-00-100-51218	Med Exp - HSA contribution	6,000.00	6,000.00	0.00	2,603.64	3,396.36	56.61 %
201-92-00-100-51220	Dental	5,271.00	5,271.00	201.87	2,824.47	2,446.53	46.41 %
201-92-00-100-51221	Vision	996.00	996.00	44.10	616.50	379.50	38.10 %
201-92-00-100-51225	FICA	40,390.00	40,390.00	1,410.16	22,101.55	18,288.45	45.28 %
201-92-00-100-51231	Auto Allowance	4,980.00	4,980.00	0.00	2,800.00	2,180.00	43.78 %
201-92-00-100-51238	Phone Allowance	3,360.00	3,360.00	0.00	1,920.00	1,440.00	42.86 %
201-92-00-100-51240	Workers Compensation Insurance	18,583.00	18,583.00	0.00	13,314.35	5,268.65	28.35 %
201-92-00-100-52101	Office Supplies	600.00	600.00	0.00	0.00	600.00	100.00 %
201-92-00-100-52122	Credit Card Processing Charge	3,500.00	3,500.00	0.00	988.71	2,511.29	71.75 %
201-92-00-100-52200	Operating Supplies	3,450.00	3,450.00	0.00	1,145.57	2,304.43	66.80 %
201-92-00-100-52233	Uniforms	3,300.00	3,300.00	0.00	147.99	3,152.01	95.52 %
201-92-00-100-52250	Professional Services	1,100.00	1,100.00	0.00	107.23	992.77	90.25 %

Budget Report

For Fiscal: 2023-2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>201-92-00-100-52300</u>	Repair & Maintenance Supplies	94,700.00	94,700.00	45.96	30,106.04	64,593.96	68.21 %
<u>201-92-00-100-52301</u>	Fuel	15,000.00	15,000.00	1,705.31	5,064.70	9,935.30	66.24 %
<u>201-92-00-100-53101</u>	Postage	500.00	500.00	0.00	3.70	496.30	99.26 %
<u>201-92-00-100-53241</u>	Printing & Promotions	1,500.00	1,500.00	0.00	386.46	1,113.54	74.24 %
<u>201-92-00-100-53301</u>	Dues & Memberships	2,900.00	2,900.00	0.00	810.00	2,090.00	72.07 %
<u>201-92-00-100-53401</u>	Electricity	38,000.00	38,000.00	0.00	16,470.42	21,529.58	56.66 %
<u>201-92-00-100-53411</u>	Gas	3,300.00	3,300.00	0.00	3,136.73	163.27	4.95 %
<u>201-92-00-100-53421</u>	Water	7,700.00	7,700.00	0.00	2,840.49	4,859.51	63.11 %
<u>201-92-00-100-53431</u>	Telephone	7,200.00	7,200.00	0.00	3,319.18	3,880.82	53.90 %
<u>201-92-00-100-53500</u>	Equipment Expense	1,700.00	1,700.00	0.00	67.44	1,632.56	96.03 %
<u>201-92-00-100-53600</u>	Repair & Maintenance Services	1,500.00	1,500.00	75.00	450.00	1,050.00	70.00 %
<u>201-92-00-100-53644</u>	Computer Services	9,000.00	9,000.00	0.00	1,371.20	7,628.80	84.76 %
<u>201-92-00-100-53701</u>	Education and Training	3,400.00	3,400.00	0.00	830.00	2,570.00	75.59 %
<u>201-92-00-100-53711</u>	Meals & Travel	1,350.00	1,350.00	0.00	1,020.68	329.32	24.39 %
<u>201-92-00-100-53913</u>	General Liability Insurance	44,000.00	44,000.00	0.00	27,540.73	16,459.27	37.41 %
<u>201-92-00-100-53961</u>	Bank Charges	4,300.00	4,300.00	0.00	1,298.84	3,001.16	69.79 %
<u>201-92-00-100-53999</u>	Miscellaneous Contractual	136,800.00	136,800.00	3,976.70	37,903.30	98,896.70	72.29 %
<u>201-92-00-100-54500</u>	Recreational Programming	51,800.00	51,800.00	415.00	12,269.29	39,530.71	76.31 %
<u>201-92-00-100-55000</u>	Vehicle Expense	9,800.00	9,800.00	0.00	2,592.29	7,207.71	73.55 %
<u>201-92-00-100-57000</u>	Capital Expenditures	29,000.00	29,000.00	0.00	0.00	29,000.00	100.00 %
<u>201-92-00-753-57000</u>	Capital Expenditures - LWCF	912,000.00	912,000.00	0.00	5,578.60	906,421.40	99.39 %
<u>201-92-00-754-57000</u>	Capital Expenditures - Omnibus (Su	100,000.00	100,000.00	0.00	10,618.28	89,381.72	89.38 %
<u>201-92-00-755-57000</u>	Capital Expenditures - Omnibus (Ke	1,000,000.00	1,000,000.00	0.00	9,602.50	990,397.50	99.04 %
	Expense Total:	3,299,004.00	3,299,004.00	36,012.89	660,142.13	2,638,861.87	79.99%
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-468,034.00	-468,034.00	4,899.76	354,915.64	822,949.64	175.83%
	Report Surplus (Deficit):	-468,034.00	-468,034.00	4,899.76	354,915.64	822,949.64	175.83%

Budget Report

For Fiscal: 2023-2024 Period Ending: 06/30/2024

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION						
Revenue	2,830,970.00	2,830,970.00	40,912.65	1,015,057.77	-1,815,912.23	64.14%
Expense	3,299,004.00	3,299,004.00	36,012.89	660,142.13	2,638,861.87	79.99%
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-468,034.00	-468,034.00	4,899.76	354,915.64	822,949.64	175.83%
Report Surplus (Deficit):	-468,034.00	-468,034.00	4,899.76	354,915.64	822,949.64	175.83%

Budget Report

For Fiscal: 2023-2024 Period Ending: 06/30/2024

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
201 - PARKS & RECREATION	-468,034.00	-468,034.00	4,899.76	354,915.64	822,949.64
Report Surplus (Deficit):	-468,034.00	-468,034.00	4,899.76	354,915.64	822,949.64

Fund Balance Report

As Of 06/13/2024



City of Raytown, MO

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	1,074,511.00	1,015,057.77	657,374.09	1,432,194.68
Report Total:	1,074,511.00	1,015,057.77	657,374.09	1,432,194.68

Raytown Parks & Recreation Department
Director's Report
June 17, 2024

BOA - We will need to present our TRIM Grant application July 2nd.

53rd ST property LWCF – I have submitted a request for a budget extension with the MO-DNR grant managers to up the project cost to \$1.1 million. They confirmed that those will be approved through the Dept. of Interior in September.

OMNIBUS - I have received our fully executed Grant Agreement from HUD. We still have some environmental reporting to complete, but once that has been approved we should be able to start drawing down the grant funds for our engineering costs. We plan to start with the project work at Kenagy once we have access to DRGR reporting webpage. We have still not received our logon information for the DRGR HUD reporting webpage.

Staff Survey 2024 - We have started with staff interviews and department needs with the Mejorando Group. Tony and MaryAnn represented the Parks during the focus group meetings to give feedback to the staffing survey company.

Tree City/TRIM – The 2024 TRIM grant application is starting for our fall and winter tree work. Tony has filled out the application for \$25,000 of tree expenses. This TRIM grant pays back 90% of total project costs.

George Butler & Associates - We have been working with GBA staff to find a new archeologist for LWCF grant project work at 53rd ST. I have been in contact with archeologist Clark Sturdevant to take that part of the contract. We are still working to coordinate with Public Works to update their sanitary sewer line project which will take place concurrently with our demolition project.

FY 24/25 Budget - We have started budget work for FY24/25. Our possible projects will be new flooring in the Parks office, truck replacement of a 2011 Ford Ranger, and 2025 Election expenses.

Rice-Tremonti- We were contacted by the MO-DNR about applying an easement on the property. I did call and speak with the SHPO grant manager Andrew Dial. As of now there is no record of an easement. Our city attorney Jennifer Barid did review the letter and is of the opinion that we will be under the review of the MO-DNR SHPO (State Historic Preservation Office).

Strategic plan session- I attended the Board of Alderman Strategic plan meeting on Saturday June 8th. To represent the Parks Dept., I did tell the Alderman and dept heads that I believe the influx of grants since 2020 is most likely going to cycle down, and the Federal government will most likely be cutting back on the availability of these funds. After a discussion with our LWCF Grant manager, she made it clear that every LWCF grant that we receive within a 10 year period drops our total score by 5 points for each grant. At some point our total achievable score would be under the score needed to secure the funding.

Sports & Special Events- We are training Marcus Germain in his new full-time position. So far Marcus has been very good to work with.

Sales Tax Revenue- June Sales Tax was \$30,953.96.



May 2024

PARK MAINTENANCE REPORT



Horticulture / Right of Way

We are continuing to work on limb cleanup throughout the park system. We lost several trees in Southwood, Kenagy, Kritser, Minor Smith, Colman, and Little Blue Trace. The limb and debris cleanup are ongoing.

We have been working on soil amendments and planting of our annuals in place of the Tulips.

We lost our Buckeye tree at Kritser (Arbor Day tree 2022) and will be looking to replace it with the same during the spring Arbor Day ceremony.

We have had our first meeting with MDC for the 2025 TRIM grant. We are expecting to apply for about \$25,000.00 to do tree maintenance and a three-year subscription for the Davey tree keeper.

Park Maintenance

The fountain is in the pond and working as it should. We will be working on repairs to the bench and bleachers at Kenagy in the next few weeks. The brush cleanup is a multi-discipline project and as such the Maintenance and Horticulture sides of the house will continue to busy working on to remove debris for another week or so.

We recently cleaned up graffiti at the old restrooms at Kenagy and the Skate Park.

We have been working on an electrical issue at the North Tennis court here at Colman, we believe we have it fixed.

Raytown Parks & Recreation

Park Board Recreation Report
Submitted by: Marcus Germain
Sports & Special Events Supervisor
June 17, 2024

Softball

Softball has been running smoothly, we got our main scorekeeper back working, which will help with smoothness and consistency.

Youth Tennis Lessons

First session just concluded, by the last session we only had two kids attending. However, we already have 2 signups for our next session.

Adult Tennis League

Going smooth, already getting some signups for the second session. T-shirts have been ordered and should be here any day now.

Raytown Live

Our June Raytown Live event went incredibly well, maybe twice or 3x the amount of people as May. The band blew it out of the water and got the attendants super involved. Seems our new method of advertising the event worked well in drawing numbers, but still not perfect from a technological standpoint, as we're still trying to perfect avoiding dealing with copyright issues on our own flyer.

Raytown Main Street Association
June 2024
Robbie Tubbs

The Economic Development committee is looking into a HUD grant that will allow Raytown to restore historic structures along Main Street. The Main Street Hope program seeks to rejuvenate older downtown business districts while retaining the area's traditional and historic character. This program provides assistance to smaller communities in the development of affordable housing that is in connection with a Main Street revitalization effort. Obsolete commercial offices or buildings can be reconfigured into rent producing affordable housing.

There was a large turnout and great discussion for the Comprehensive Plan. The Raytown Senior Celebration will be July 20, 4:30 to 7:00 at the Knights of Columbus.

The Chamber of Commerce is looking into purchasing geo-fencing. This will allow the chamber to determine the number out-of-town visitors to Raytown. It will also determine their original location. They want this to see how many people come from, for example, Chile, for the FIFA games.

There will be a ribbon cutting ceremony at Wal-Mart on June 21 at 9:30 am. Also, Doughboys will celebrate their grand opening under new ownership. This will be on June 25 at 9:30.

The Summer Lunch program is asking for donations. The RMSA will donate \$300, same as last year.