

AGENDA
RAYTOWN PARKS & RECREATION BOARD
Monday, May 19, 2025 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/89600090416>

Meeting ID: 896 0009 0416

I. Call to Order

II. Public Participation

Approval of Minutes –April 21st, 2025

III. Reports of Officers

President – Robbie Tubbs

Vice President – Brian Morris

IV. Reports of Standing & Special Committees

Personnel – Jourdan Price

Finance – Melina Alford

Program – Brian Morris

Buildings & Grounds – Dave Thurman

Main Street- Robbie Tubbs

V. Staff Reports

Director – Dave Turner

Superintendent of Parks – Tony Mesa

Recreation- Matt Hartmann

VI. New Business

1. Rice-Tremonti property lot 8805
2. FIFA events through Parks Dept.
3. 25/26 Budget requests

VII. Other Business

VIII. Announcements

IX. Adjourn

- Next regular Meeting: June 16th, 7 PM at Raytown Parks office, election for President and Vice President.

**Raytown Park Board
Minutes
April 21, 2025**

Attendance:

Park Board: Robbie Tubbs, Dave Thurman, Rhonda Herring, Brian Morris, Angel Abercrombie, Melina Alford and Zoom-Jules Sneddon, Jourdan Price and Brent Hugh.

Staff: Dave Turner, Tony Mesa, Matt Hartmann and Jonda DeMarco

Guests: Nate Jonjevic

A quorum was declared present, and the meeting was called to order at 7:01pm. Brian Morris made a motion to approve the March 17, 2025 minutes. Melina Alford seconded, and the motion passed.

Reports of Officers:

President- Robbie submitted a report from the Main Street Assoc.

Vice President

Reports of Standing & Special Committees:

Personnel – no report

Finance – no report

Program – no report

Buildings & Grounds – no report

Main Street – report attached

Brian Morris made a motion to move the BMX Grant Application before Staff Reports. Melina Alford seconded, and the motion passed.

New Business:

1. Nate Jonjevic submitted the BMX 2025 Grant request for \$15,000. Nate reported 85% of track is done and by mid summer hope to be paved. Brian Morris asked about security at park, Nate reported that a camera was installed from Ward Technology to hopefully prevent further break ins. 1st Race is set for Thursday, May 1. Brian Morris made a motion to approve the \$15,000 request. Rhonda Herring seconded and the motion passed.

Staff Reports:

Director – a written report was distributed

Superintendent of Parks – a written report was distributed

Recreation – a written report was distributed

New Business:

2. Parks Sales Tax Discussion – Dave Turner discussed the upcoming Park Sales Tax that will go before the BOA, Tuesday, April 22 on their direction of what percentage should be requested on the ballot in the August 2025 election.
3. Brian Morris made a motion to adjourn at 8:12pm. Rhonda Herring seconded, and the motion passed.

Please note: May meeting will be on May 19, 2025



Budget Report Account Summary

For Fiscal: 2024-2025 Period Ending: 05/31/2025

		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	362,000.00	362,000.00	0.00	181,872.65	-180,127.35	49.76 %
201-00-00-100-46102	Investment Income	17,000.00	17,000.00	0.00	15,571.81	-1,428.19	8.40 %
201-00-00-100-46401	Miscellaneous Revenue	0.00	0.00	500.00	2,250.00	2,250.00	0.00 %
201-92-00-000-42122	Credit Card Processing Fee	1,000.00	1,000.00	88.85	592.52	-407.48	40.75 %
201-92-00-100-41101	Real Estate Tax	558,771.00	558,771.00	1,318.67	498,902.20	-59,868.80	10.71 %
201-92-00-100-41102	Personal Property Tax	101,057.00	101,057.00	853.30	80,515.38	-20,541.62	20.33 %
201-92-00-100-41104	Delinquent Real Estate Taxes	13,000.00	13,000.00	377.26	8,602.45	-4,397.55	33.83 %
201-92-00-100-41105	Penalties	9,900.00	9,900.00	363.07	5,842.10	-4,057.90	40.99 %
201-92-00-100-41107	Railroad & Utilities Tax	18,500.00	18,500.00	0.00	18,608.72	108.72	100.59 %
201-92-00-100-41108	Replacement Tax	30,000.00	30,000.00	0.00	35,559.46	5,559.46	118.53 %
201-92-00-100-41110	Circuit Breaker Refund	-700.00	-700.00	-30.94	-500.82	199.18	71.55 %
201-92-00-100-41111	Delinquent Property Tax Revenue	9,000.00	9,000.00	376.00	8,230.95	-769.05	8.55 %
201-92-00-100-43101	TRIM Grant	0.00	0.00	-10,750.00	0.00	0.00	0.00 %
201-92-00-100-46101	Interest Earnings	30,000.00	30,000.00	1,530.85	10,609.65	-19,390.35	64.63 %
201-92-00-100-46303	Gain on sale of Fixed Asset	10,000.00	10,000.00	0.00	0.00	-10,000.00	100.00 %
201-92-00-100-47101	Ballfield Lights Fees	1,200.00	1,200.00	0.00	240.00	-960.00	80.00 %
201-92-00-100-47105	Shelter House Rental Fees	25,000.00	25,000.00	2,446.78	18,942.96	-6,057.04	24.23 %
201-92-00-100-47110	Sports Field Rental Fees	4,000.00	4,000.00	0.00	9,410.00	5,410.00	235.25 %
201-92-00-100-47116	Vending Machine-Kenagy	400.00	400.00	0.00	104.08	-295.92	73.98 %
201-92-00-100-47204	Team Sports League	20,000.00	20,000.00	505.00	2,972.00	-17,028.00	85.14 %
201-92-00-100-47220	Donations	11,000.00	11,000.00	750.00	8,450.00	-2,550.00	23.18 %
201-92-00-100-47425	Other Income	1,000.00	1,000.00	0.00	218.62	-781.38	78.14 %
201-92-00-725-43000	State Grants - TRIM	22,000.00	22,000.00	21,550.00	21,550.00	-450.00	2.05 %
201-92-00-753-43000	State Grant - LWCF	79,000.00	79,000.00	0.00	432,004.49	353,004.49	546.84 %
201-92-00-754-43101	Federal Grant - Omnibus (SuperSpl	1,985,000.00	1,985,000.00	0.00	0.00	-1,985,000.00	100.00 %
201-92-00-755-43101	Federal Grant - Omnibus (Kenagy)	980,000.00	980,000.00	0.00	0.00	-980,000.00	100.00 %
	Revenue Total:	4,288,128.00	4,288,128.00	19,878.84	1,360,549.22	-2,927,578.78	68.27%
Expense							
201-00-00-100-58000	BMX Appropriation	15,000.00	15,000.00	15,000.00	15,000.00	0.00	0.00 %
201-00-00-100-59950	Operating Transfer - TIF EAT's	35,000.00	35,000.00	0.00	17,231.83	17,768.17	50.77 %
201-92-00-100-51102	Civilian Employees	492,182.00	492,182.00	18,897.63	277,483.78	214,698.22	43.62 %
201-92-00-100-51106	Part Time Employees	24,099.00	24,099.00	230.32	230.32	23,868.68	99.04 %
201-92-00-100-51111	Civilian Employees Overtime	7,959.00	7,959.00	130.89	6,360.87	1,598.13	20.08 %
201-92-00-100-51206	Life Ins	1,294.00	1,294.00	0.00	647.91	646.09	49.93 %
201-92-00-100-51212	Deferred Compensation - 401 A	4,103.00	4,103.00	155.38	2,219.93	1,883.07	45.89 %
201-92-00-100-51214	Civilian Pension - LAGERS	73,309.00	73,309.00	2,702.04	36,306.44	37,002.56	50.47 %
201-92-00-100-51215	Health Insurance	75,033.00	75,033.00	3,192.33	43,512.66	31,520.34	42.01 %
201-92-00-100-51218	Med Exp - HSA contribution	7,500.00	7,500.00	0.00	3,500.00	4,000.00	53.33 %
201-92-00-100-51220	Dental	4,526.00	4,526.00	187.92	2,570.79	1,955.21	43.20 %
201-92-00-100-51221	Vision	1,058.00	1,058.00	41.97	566.23	491.77	46.48 %
201-92-00-100-51225	FICA	40,704.00	40,704.00	1,408.81	20,986.93	19,717.07	48.44 %
201-92-00-100-51231	Auto Allowance	4,980.00	4,980.00	0.00	1,965.00	3,015.00	60.54 %
201-92-00-100-51238	Phone Allowance	3,380.00	3,380.00	0.00	1,680.00	1,700.00	50.30 %
201-92-00-100-51240	Workers Compensation Insurance	34,855.59	34,855.59	0.00	17,427.78	17,427.81	50.00 %
201-92-00-100-52101	Office Supplies	600.00	600.00	0.00	41.13	558.87	93.15 %
201-92-00-100-52122	Credit Card Processing Charge	3,500.00	3,500.00	0.00	822.86	2,677.14	76.49 %
201-92-00-100-52200	Operating Supplies	3,500.00	3,500.00	0.00	761.81	2,738.19	78.23 %
201-92-00-100-52233	Uniforms	3,300.00	3,300.00	0.00	20.98	3,279.02	99.36 %
201-92-00-100-52250	Professional Services	1,400.00	1,400.00	0.00	32.80	1,367.20	97.66 %
201-92-00-100-52300	Repair & Maintenance Supplies	93,500.00	93,500.00	323.03	33,570.91	59,929.09	64.10 %

Budget Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
<u>201-92-00-100-53301</u>	Fuel	15,000.00	15,000.00	0.00	3,137.28	11,862.72	79.08 %
<u>201-92-00-100-53101</u>	Postage	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>201-92-00-100-53241</u>	Printing & Promotions	1,500.00	1,500.00	0.00	241.69	1,258.31	83.89 %
<u>201-92-00-100-53301</u>	Dues & Memberships	2,900.00	2,900.00	0.00	814.50	2,085.50	71.91 %
<u>201-92-00-100-53401</u>	Electricity	38,000.00	38,000.00	1,383.09	12,557.69	25,442.31	66.95 %
<u>201-92-00-100-53411</u>	Gas	4,400.00	4,400.00	0.00	2,753.54	1,646.46	37.42 %
<u>201-92-00-100-53421</u>	Water	7,900.00	7,900.00	0.00	2,850.97	5,049.03	63.91 %
<u>201-92-00-100-53431</u>	Telephone	7,000.00	7,000.00	0.00	2,124.70	4,875.30	69.65 %
<u>201-92-00-100-53500</u>	Equipment Expense	1,700.00	1,700.00	0.00	101.78	1,598.22	94.01 %
<u>201-92-00-100-53563</u>	Elections	35,000.00	35,000.00	0.00	0.00	35,000.00	100.00 %
<u>201-92-00-100-53600</u>	Repair & Maintenance Services	1,500.00	1,500.00	0.00	375.00	1,125.00	75.00 %
<u>201-92-00-100-53644</u>	Computer Services	9,000.00	9,000.00	228.65	5,294.95	3,705.05	41.17 %
<u>201-92-00-100-53701</u>	Education and Training	3,400.00	3,400.00	0.00	1,470.00	1,930.00	56.76 %
<u>201-92-00-100-53711</u>	Meals & Travel	1,550.00	1,550.00	0.00	446.63	1,103.37	71.19 %
<u>201-92-00-100-53913</u>	General Liability Insurance	48,738.00	48,738.00	0.00	23,969.46	24,768.54	50.82 %
<u>201-92-00-100-53961</u>	Bank Charges	4,400.00	4,400.00	116.40	1,208.43	3,191.57	72.54 %
<u>201-92-00-100-53999</u>	Miscellaneous Contractual	144,000.00	144,000.00	5,642.54	18,686.91	125,313.09	87.02 %
<u>201-92-00-100-54500</u>	Recreational Programming	51,800.00	51,800.00	2,413.68	11,066.09	40,733.91	78.64 %
<u>201-92-00-100-55000</u>	Vehicle Expense	9,800.00	9,800.00	348.78	3,356.00	6,444.00	65.76 %
<u>201-92-00-100-57000</u>	Capital Expenditures	92,000.00	92,000.00	0.00	17,643.39	74,356.61	80.82 %
<u>201-92-00-753-57000</u>	Capital Expenditures - LWCF	158,000.00	914,584.43	0.00	727,491.71	187,092.72	20.46 %
<u>201-92-00-754-57000</u>	Capital Expenditures - Omnibus (Su	1,985,000.00	2,008,427.54	0.00	0.00	2,008,427.54	100.00 %
<u>201-92-00-755-57000</u>	Capital Expenditures - Omnibus (Ke	980,000.00	986,382.74	0.00	0.00	986,382.74	100.00 %
	Expense Total:	4,533,870.59	5,320,265.30	52,403.46	1,318,531.68	4,001,733.62	75.22%
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-245,742.59	-1,032,137.30	-32,524.62	42,017.54	1,074,154.84	104.07%
	Report Surplus (Deficit):	-245,742.59	-1,032,137.30	-32,524.62	42,017.54	1,074,154.84	104.07%

Budget Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

Group Summary

Account Type	Original	Current	Period	Fiscal	Variance	Percent
	Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
Fund: 201 - PARKS & RECREATION						
Revenue	4,288,128.00	4,288,128.00	19,878.84	1,360,549.22	-2,927,578.78	68.27%
Expense	4,533,870.59	5,320,265.30	52,403.46	1,318,531.68	4,001,733.62	75.22%
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-245,742.59	-1,032,137.30	-32,524.62	42,017.54	1,074,154.84	104.07%
Report Surplus (Deficit):	-245,742.59	-1,032,137.30	-32,524.62	42,017.54	1,074,154.84	104.07%

Budget Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

Fund Summary

Fund	Original	Current	Period	Fiscal	Variance
	Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)
201 - PARKS & RECREATION	-245,742.59	-1,032,137.30	-32,524.62	42,017.54	1,074,154.84
Report Surplus (Deficit):	-245,742.59	-1,032,137.30	-32,524.62	42,017.54	1,074,154.84



City of Raytown, MO

Fund Balance Report

As Of 05/14/2025

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	1,071,542.73	1,360,549.22	1,317,148.59	1,114,943.36
Report Total:	1,071,542.73	1,360,549.22	1,317,148.59	1,114,943.36

Raytown Parks & Recreation Department
Director's Report
May 19, 2025

BOA – We have a yearly report about the Parks with the BOA on June 3, 2025.

53rd ST property LWCF – I have scheduled an inspection with the Grant managers May 22nd. Staff have installed the monument sign on the property for Terry Copeland Park, we have less than \$19,000 left to be billed on the project from Genesis. Parks staff are working extremely hard to get the property presentable and handicapped accessible for the inspection.

OMNIBUS - I have been contacted by HUD personnel that we have a new grant manager again for the fourth time. I believe that we are fully approved to start drawing down this \$3,000,000 grant award once our personnel access has been finalized.

George Butler & Associates – Tony and I have been working with Anthony Malone about our 53rd ST phase II and Kenagy Park projects regarding what we will need from the GBA engineers. We will have GBA post the RFP for the 53rd ST property, and then we will work out the Kenagy project bids, as they are not related well enough to be under one general contractor. There are some interesting demands from HUD on hiring for projects and specifically hiring within 1-3 miles of the project site, so I would like to see the verbiage GBA uses in their bid documents before we send the Kenagy side out.

Little Blue Trace- The Little League group had their opening ceremonies on May 1st to formally open their season. They have paid in full for the year. There are ongoing minor issues with trash, restrooms, etc., but those are always going to pop up with public facilities.

Creative Communities Alliance- Craig Snyder was the winning artist with the sculpture “Sweet Pops of Brilliance”. This was our third choice out of the rankings by the Park Board and will be placed in the Pocket Park on May 22nd. Craig has been much easier to communicate with than some of our other partnering artists.

MDC- We hosted the MO Dept of Conservation on a Get Outdoors Day at Kenagy Park with 33 vendors on April 26th. The MDC was very happy with the event and estimated that there were at least 1,400 participants throughout the day.

TRIM Grant- MDC will let us expand our TRIM Grant to include parts of the right of way on Rock Island trail on Raytown Trafficway. Jackson County Parks, who manages the trail does not have an approved budget for 2025, and do not have an avenue to do tree maintenance before the World Cup event. Tony has also specified other hazardous trees that need to be removed from the Parks and Rice-Tremonti.

KCMPRDA- Friday May 9th I attended the KC Metro Parks and Recreation Directors Association meeting in Grandview. Discussion turned to the 2026 FIFA World Cup and what cities and agencies are doing to prepare. There was a lot of trepidation about the costs and control of being a part of this event.

Sales Tax Committee- The first meeting with the Sales Tax Committee was Tuesday May 13th, with Steve Meyers, Jason Sneddon, and Kat Hoffman. Toni Alexander also attended to be able to promote accurate information from the city side.

Sales Tax Revenue- May Sales Tax is \$30,737.55.



May 2025

PARK MAINTENANCE REPORT



Horticulture / Right of Way

Mole abatement at Little Blue is ongoing. Tulips are out and the annuals are going in the ground. We have had several good-sized tree limbs down at Minor Smith Park. We met with Chuck Conner to work on the next part of the 2025/2026 TRIM grant, part of this will likely include replacing the trees at the 63rd street gateway, planting trees at Terry Copeland Park and along Raytown trafficway. We worked with Evergy and the KC Chiefs to plant thirty-five trees at 59th and Raytown Road near the Chamber of Commerce. This project will provide beautiful colors next spring and some colors in the fall. We planted a memorial tree at Krister Park, and the family intends to pay for a bench to go near the tree.

Park Maintenance

Staff have been working to get the signs, benches, parking blocks, handicap parking signs, gate hinges, latches some painting and doggie pots installed for our final inspection. We built a drinking fountain for Minor Smith, and it is out to be powder coated and will be installed in the next couple of weeks. We have installed the fountain at Kenagy pond and had to do extra cleanup in the pond due to one exceptionally trashy weekend. We expect the new Maverick PU to be delivered in the next couple of weeks.

The bell art was removed from the pocket park and new art will be installed around May 22nd.

Raytown Parks & Recreation
Park Board Recreation Report
Submitted by: Matt Hartmann
Sports & Special Events Supervisor
May 19th, 2025

USTA

Red Ball for All Update: No information as of writing this report. Will have more to report on this after the weekend. Event is on May 17th, 2025.

Get Outdoors Day

This event was an excellent success. We estimated around 1,200 showed up. The most common thing I heard that day was how impressed everyone was with the park and the condition it was in.

Spring Programs

We have 13 adults signed up as of this writing for the adult tennis league with another 2-3 expected to sign up. We have 3 kids signed up for Spring tennis lessons, this is down from 6 last year.

Raytown Live

The first concert went very well. I estimated roughly 200-250 showed up but I am bad at estimates. The Vincents were a great band to kick the season off with and overall, the show went off without a hitch. The only complaint I heard once or twice was about the limited number of bathrooms.

Budget Requests

As we look to 2026 and beyond, I took a hard look at the needs of the recreation side of our department and identified one glaring hole. It is my opinion that if we want to increase both our visibility in the community as well as our revenues, we need to invest in recreation management software. I have identified RecDesk as the best overall choice for this. The features they have include league management, online registrations, online calendars, shelter reservations online, email marketing, and internal reporting. The quote I received was \$3,835, which is far and away the best price I saw for the features we would get. I cannot recommend this need enough and hope that with the sales tax as well as other revenue generators we can do this work.

Sponsorship Presentation

I will be presenting the potential new sponsorship brochure for Raytown Parks which includes event sponsorships, program sponsorships, banners, memorial trees and memorial benches. It is my understanding that banners are not something that has been used in Raytown before, but I believe they are an excellent revenue generator, and it is my intention to use that potential revenue to pay for software improvements in the department.

Agenda item 1

DEMOLITION PERMIT REQUIREMENTS

1. Demolition company must have a Raytown Business License
2. Demolition company must have written approval letter from property owner approving the demolition of the building by said company.
3. Demolition company must have documentation from the utility companies showing the utilities have been terminated (abandoned) to the structure.
4. Square footage of the building. (This is how permit fee is determined).
5. Helpful Information:
 - a. Sewer lines must be cut-off five feet from the property (5 ft on or 5ft off doesn't matter). If they believe that the property will never be used again, inspector may require them terminating the sewer line at the main.
 - b. Sewer line must be capped with concrete or other approved water-tight method to terminate the building sewer line.
 - c. After you demolish the property, property must be regraded for positive flow, sowed with grass seed and covered with straw.
6. Required inspections:
 - a. Open hole, or backfill inspection to verify all debris has been removed.
 - b. Sewer termination inspection.
 - c. Final inspection



