

AGENDA
RAYTOWN PARKS & RECREATION BOARD
Monday, April 17, 2023 7:00 PM

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

Or via Zoom Link:

<https://zoom.us/j/93413307323?pwd=WIArNnNCTVp0eG9Ga3RSd0hxaU9yUT09>

Meeting ID: 934 1330 7323

Password: 026865

I. Call to Order

II. Public Participation

Approval of Minutes –March 20, 2023

III. Reports of Officers

President – George Mitchell

Vice President – Dave Thurman

IV. Reports of Standing & Special Committees

Personnel –

Finance – Michael Anderson

Program – Robbie Tubbs

Buildings & Grounds – Dave Thurman

BMX- George Mitchell

Rice-Tremonti – Brian Morris

V. Staff Reports

Director – Dave Turner

Superintendent of Parks – Tony Mesa

Recreation- Gage Colton

VI. New Business

1. BMX Funding Request
2. Kritser Park property
3. Personnel discussion salary survey results
4. Sales Tax discussion

VII. Other Business

VIII. Announcements

IX. Adjourn

- Next Meeting: Monday, May15, 2022, 7 PM at Rice Tremonti

**Raytown Park Board
Minutes
March 20, 2023**

Attendance:

Park Board: Dave Thurman, Evan Gorrell, Michael Anderson, Robbie Tubbs, Brian Morris, Jenny Perkins and Brent Hugh

Staff: Dave Turner, Tony Mesa, Gage Colton, Mary Ann McCormick

Guests: Alderman Loretha Hayden, Nate Jonjevic

A quorum was declared present and the meeting was called to order at 7:00 pm. Evan Gorrell made a motion to approve minutes from February 23, 2023. Brian Morris seconded and the meeting passed.

Reports of Officers:

President – no report

Vice President – no report

Reports of Standing & Special Committees:

Personnel – no report

Finance – budget meetings will be starting in May.

Program – no report

Buildings & Grounds – no report

BMX – no report

Rice Tremonti – Soup & Crafts -4/15-4/16; Golf Tournament- 6/9, downstairs windows complete will start upstairs in the fall, getting prices on beam between kitchen and living room, working at updating By-Laws, Farmers Market 5/4.

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. BMX Funding Request - Evan Gorrell made a motion to table topic and ask BMX board to prepare a clearer budget for the upcoming year. Jenny Perkins seconded and the motion passed. Would like more information on projects, cost projections, and a list of sponsors so far to include name on donor and what was donated. Board would like to see more effort recruiting riders from Raytown.
2. Pocket Park Naming – at this time no decision was made on renaming the Pocket Park. Michael Anderson made a motion to table discussion on naming the Rice-Tremonti House at Sophia White Park until May. Brian Morris seconded and the motion passed. Staff will meet with the Friends of Rice-Tremonti to discuss adding the name Sophia White Park to the grounds.
3. OMNIBUS – Robbie Tubbs made a motion to not include Kenagy Pond Dredging in the OMNIBUS Grant but to continue with revamping skate park, repairing walking trails, adding

ADA compliant playground surface, and demolish/rebuild restroom facility. Brian Morris seconded and the motion passed.

4. Sales Tax – according to Teresa Henry, the parks sales tax does not expire until March 31, 2026. We will keep this item on agenda until after the April elections and see where the city goes with bonds, etc.

5. Robbie Tubbs made a motion to adjourn at 9:05 pm. Michael Anderson 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							
201-00-00-100-41205	Parks/Storm Water Capital Sales Ta	327,000.00	327,000.00	0.00	144,357.44	-182,642.56	55.85 %
201-00-00-100-46102	Investment Income	400.00	400.00	0.00	9,348.45	8,948.45	2,337.11 %
201-00-00-100-46401	Miscellaneous Revenue	300.00	300.00	0.00	0.00	-300.00	100.00 %
201-92-00-000-42122	Credit Card Processing Fee	0.00	0.00	39.19	372.96	372.96	0.00 %
201-92-00-100-41101	Real Estate Tax	455,000.00	455,000.00	0.00	454,722.76	-277.24	0.06 %
201-92-00-100-41102	Personal Property Tax	90,000.00	90,000.00	0.00	103,868.94	13,868.94	115.41 %
201-92-00-100-41104	Delinquent Real Estate Taxes	13,000.00	13,000.00	0.00	6,236.40	-6,763.60	52.03 %
201-92-00-100-41105	Penalties	10,000.00	10,000.00	0.00	3,867.55	-6,132.45	61.32 %
201-92-00-100-41107	Railroad & Utilities Tax	19,000.00	19,000.00	0.00	20,639.59	1,639.59	108.63 %
201-92-00-100-41108	Replacement Tax	28,000.00	28,000.00	0.00	29,382.59	1,382.59	104.94 %
201-92-00-100-41110	Circuit Breaker Refund	-1,000.00	-1,000.00	0.00	-353.16	646.84	35.32 %
201-92-00-100-41111	Delinquent Property Tax Revenue	8,000.00	8,000.00	0.00	5,148.34	-2,851.66	35.65 %
201-92-00-100-43101	SuperSplash Grant	335,000.00	335,000.00	0.00	0.00	-335,000.00	100.00 %
201-92-00-100-46101	Interest Earnings	2,000.00	2,000.00	0.00	16,408.45	14,408.45	820.42 %
201-92-00-100-46303	Gain on sale of Fixed Asset	4,500.00	4,500.00	0.00	9,390.00	4,890.00	208.67 %
201-92-00-100-47101	Ballfield Lights Fees	3,000.00	3,000.00	0.00	0.00	-3,000.00	100.00 %
201-92-00-100-47105	Shelter House Rental Fees	22,000.00	22,000.00	1,660.00	14,077.68	-7,922.32	36.01 %
201-92-00-100-47110	Sports Field Rental Fees	12,000.00	12,000.00	0.00	910.00	-11,090.00	92.42 %
201-92-00-100-47116	Vending Machine-Kenagy	1,100.00	1,100.00	0.00	208.00	-892.00	81.09 %
201-92-00-100-47204	Team Sports League	18,000.00	18,000.00	0.00	3,329.57	-14,670.43	81.50 %
201-92-00-100-47220	Donations	12,000.00	12,000.00	300.00	800.00	-11,200.00	93.33 %
201-92-00-100-47425	Other Income	1,000.00	1,000.00	0.00	287.65	-712.35	71.24 %
	Revenue Total:	1,360,300.00	1,360,300.00	1,999.19	823,003.21	-537,296.79	39.50%
Expense							
201-00-00-100-58000	BMX Appropriation	35,000.00	35,000.00	0.00	0.00	35,000.00	100.00 %
201-00-00-100-59950	Operating Transfer - TIF EAT's	33,600.00	33,600.00	0.00	13,645.57	19,954.43	59.39 %
201-92-00-100-51102	Civilian Employees	435,393.60	435,393.60	0.00	184,698.64	250,694.96	57.58 %
201-92-00-100-51106	Part Time Employees	32,500.00	32,500.00	0.00	1,496.18	31,003.82	95.40 %
201-92-00-100-51111	Civilian Employees Overtime	5,112.86	5,112.86	0.00	1,679.28	3,433.58	67.16 %
201-92-00-100-51206	Life Ins	1,086.00	1,086.00	0.00	521.51	564.49	51.98 %
201-92-00-100-51208	Vacation Pay	0.00	0.00	0.00	776.77	-776.77	0.00 %
201-92-00-100-51212	Deferred Compensation - 401 A	2,500.23	2,500.23	0.00	1,485.32	1,014.91	40.59 %
201-92-00-100-51214	Civilian Pension - LAGERS	68,084.75	68,084.75	0.00	27,846.31	40,238.44	59.10 %
201-92-00-100-51215	Health Insurance	58,328.90	58,328.90	0.00	33,452.38	24,876.52	42.65 %
201-92-00-100-51218	Med Exp - HSA contribution	6,000.00	6,000.00	0.00	2,500.00	3,500.00	58.33 %
201-92-00-100-51220	Dental	5,271.00	5,271.00	0.00	1,846.74	3,424.26	64.96 %
201-92-00-100-51221	Vision	996.00	996.00	0.00	383.90	612.10	61.46 %
201-92-00-100-51225	FICA	36,565.96	36,565.96	0.00	13,305.29	23,260.67	63.61 %
201-92-00-100-51231	Auto Allowance	4,980.00	4,980.00	0.00	2,065.00	2,915.00	58.53 %
201-92-00-100-51236	Ins Opt Out Incentive	1,992.00	1,992.00	0.00	415.00	1,577.00	79.17 %
201-92-00-100-51238	Phone Allowance	3,360.00	3,360.00	0.00	1,400.00	1,960.00	58.33 %
201-92-00-100-51240	Workers Compensation Insurance	17,627.05	17,627.05	0.00	0.00	17,627.05	100.00 %
201-92-00-100-52101	Office Supplies	600.00	600.00	0.00	0.00	600.00	100.00 %
201-92-00-100-52200	Operating Supplies	3,450.00	3,450.00	0.00	370.88	3,079.12	89.25 %
201-92-00-100-52233	Uniforms	3,300.00	3,300.00	0.00	198.90	3,101.10	93.97 %
201-92-00-100-52250	Professional Services	1,400.00	1,400.00	0.00	61.23	1,338.77	95.63 %
201-92-00-100-52300	Repair & Maintenance Supplies	73,200.00	73,200.00	-0.51	11,913.45	61,286.55	83.72 %
201-92-00-100-52301	Fuel	15,000.00	15,000.00	0.00	2,651.62	12,348.38	82.32 %
201-92-00-100-53101	Postage	500.00	500.00	0.00	9.77	490.23	98.05 %
201-92-00-100-53241	Printing & Promotions	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 04/30/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>201-92-00-100-53301</u>	Dues & Memberships	2,900.00	2,900.00	0.00	695.00	2,205.00 76.03 %
<u>201-92-00-100-53401</u>	Electricity	38,000.00	38,000.00	0.00	10,240.53	27,759.47 73.05 %
<u>201-92-00-100-53411</u>	Gas	3,300.00	3,300.00	0.00	1,941.78	1,358.22 41.16 %
<u>201-92-00-100-53421</u>	Water	7,700.00	7,700.00	0.00	2,051.54	5,648.46 73.36 %
<u>201-92-00-100-53431</u>	Telephone	7,200.00	7,200.00	0.00	1,877.53	5,322.47 73.92 %
<u>201-92-00-100-53500</u>	Equipment Expense	1,700.00	1,700.00	0.00	44.86	1,655.14 97.36 %
<u>201-92-00-100-53500</u>	Repair & Maintenance Services	1,500.00	1,500.00	0.00	300.00	1,200.00 80.00 %
<u>201-92-00-100-53614</u>	Computer Services	7,500.00	7,500.00	0.00	873.80	6,626.20 88.35 %
<u>201-92-00-100-53701</u>	Education and Training	3,400.00	3,400.00	0.00	885.00	2,515.00 73.97 %
<u>201-92-00-100-53711</u>	Meals & Travel	1,350.00	1,350.00	0.00	8.25	1,341.75 99.39 %
<u>201-92-00-100-53913</u>	General Liability Insurance	43,765.00	43,765.00	0.00	0.00	43,765.00 100.00 %
<u>201-92-00-100-53961</u>	Bank Charges	4,300.00	4,300.00	0.00	1,420.69	2,879.31 66.96 %
<u>201-92-00-100-53999</u>	Miscellaneous Contractual	132,300.00	132,300.00	0.00	16,285.83	116,014.17 87.69 %
<u>201-92-00-100-54500</u>	Recreational Programming	51,800.00	51,800.00	0.00	8,970.81	42,829.19 82.68 %
<u>201-92-00-100-55000</u>	Vehicle Expense	9,800.00	9,800.00	0.00	1,038.23	8,761.77 89.41 %
<u>201-92-00-100-57000</u>	Capital Expenditures	677,000.00	677,000.00	0.00	0.00	677,000.00 100.00 %
<u>201-92-00-200-53431</u>	Telephone - BMX	0.00	0.00	0.00	157.64	-157.64 0.00 %
	Expense Total:	1,840,863.35	1,840,863.35	-0.51	349,515.23	1,491,348.12 81.01%
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-480,563.35	-480,563.35	1,999.70	473,487.98	954,051.33 198.53%
	Report Surplus (Deficit):	-480,563.35	-480,563.35	1,999.70	473,487.98	954,051.33 198.53%

Budget Report

For Fiscal: 2022-2023 Period Ending: 04/30/2023

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION						
Revenue	1,360,300.00	1,360,300.00	1,999.19	823,003.21	-537,296.79	39.50%
Expense	1,840,863.35	1,840,863.35	-0.51	349,515.23	1,491,348.12	81.01%
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-480,563.35	-480,563.35	1,999.70	473,487.98	954,051.33	198.53%
Report Surplus (Deficit):	-480,563.35	-480,563.35	1,999.70	473,487.98	954,051.33	198.53%

Budget Report

For Fiscal: 2022-2023 Period Ending: 04/30/2023

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
201 - PARKS & RECREATION	-480,563.35	-480,563.35	1,999.70	473,487.98	954,051.33
Report Surplus (Deficit):	-480,563.35	-480,563.35	1,999.70	473,487.98	954,051.33

Fund Balance Report

As Of 04/06/2023



City of Raytown, MO

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	969,110.41	823,003.21	349,515.23	1,442,598.39
Report Total:	969,110.41	823,003.21	349,515.23	1,442,598.39

Raytown Parks & Recreation Department
Director's Report
April 17, 2023

BOA- We have agenda items for the April 18th meeting with the newly elected board. We will be assigning a new account number to our LWCF Grant funds and opening a purchase order for our GBA engineering firm.

RYBSA- The Raytown Youth Baseball Softball Association will be hosting a Royals youth baseball event on Saturday April 15th. We will be adding the 33 acre property to the mowing schedule with Stirling Lawn.

53rd ST property LWCF- The MODNR Grant managers have not yet given the approval letter for the grant project. Their latest estimates are sometime in May. We did complete all of our needed tree work at the 53rd ST location for the project.

OMNIBUS- We met with engineers from GBA on Friday to discuss phase II plans for the 53rd ST project and to discuss the scope of work for Kenagy Park improvements. At Kenagy we will improve the walking trail to be more ADA compliant, replace the brick restroom, replace the skate park equipment. If we can get those items in underbudget, we will then try to include an ADA surface for the new playground.

Off-Road vehicles- At Colman, Kenagy and Kritser Parks we have had ongoing problems with people driving ATVs in the parks. Kritser has been especially blatant, but Colman Park had a similar situation this past Wednesday. We have been contacted numerous times by the neighbors and we have notified the Police Dept.

Security- Homeland Security Services start Park curfew checks on April 15th.

TRIM Grant- Parks staff has completed \$10,331.75 of work and purchases and have submitted the report to MDC for our \$7,000 reimbursement. Our Arbor Day tree dedication was Wednesday April 12th, and we had a good crowd for the event. Toni Alexander also got us some media coverage on channel 9!

Creative Communities Alliance- We did schedule Donald Horstman to remove his artwork Moonscape from the Pocket Park on May 4th. I am still waiting to hear from Joe Allred on when he can install our newest art piece Campana in that location.

Raytown Live We will have Buster Brody opening up our concert series on May 13th at the Greenspace 7-9PM.

Events- We have scheduled 5 bands for the Raytown Live concert series so far. The Festival of the Trails committee will need to start the planning sessions with our event partners in the next few weeks.

Volunteer groups- Graceway church will be having a Serve Day volunteering in the Parks on June 10th. Tony and I met with Brandon Smith and drove through our parks identifying maintenance projects that his volunteers could accomplish. They are planning to do work at Kenagy Park, Minor Smith, Southwood, and Kritser. If they have a larger group than last year we may send some down to Little Blue Trace.

Sales Tax Revenue- April sales tax to the Parks Department was \$33,085.11.



April 2023

PARK MAINTENANCE REPORT



Horticulture / Right of Way

The TRIM grant Tree planting is nearing completion and final billing for reimbursement will be delivered before May 1st. Spring annuals are doing well in the green house in preparation for planting in the next few weeks. Ron is back for the season, and we will be losing Josh as our Right of Way tech effective May 7th. April 12th was our Arbor Day celebration, a Ginkgo Biloba was donated by Carol and John Abbott and was planted at Kritser Park near the center parking lot.

Park Maintenance

We have spent considerable time working at Little Blue Trace Park finishing repairs to the fields, and facilities along with working the fields to ensure playable fields would be transferred to the new group. Park staff mowed the entire Little Blue Trace Park on April 8th.

We have been working on restrooms and shelters across the system for a couple weeks to get them cleaned and opened. We will be power washing shelter houses and opening drinking fountains over the next week or so ahead of Mother's Day weekend.

We have completed removal of trees in the construction area at the 53rd street property and have some cleanup of limbs and twigs so we can mow.

Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Gage Colton

April 2023

A. **Festival of the Trails**

Met with Rice Tremonti to discuss the layout of the festival. We discussed possible vendors for food trucks and the different activities/shows that we have acquired.

B. **50+ softball**

Mike Peel has overseen the gathering of insurance/payments of each team. They plan on starting games on the 24th of April. We have hired a new score keeper to help.

C. **Tennis League**

We have started to take registrations for sign-ups with the Tennis League.

D. **Tennis Lessons**

Still in the process of figuring out Katie's schedule for the lessons. We have not yet found another instructor to cover the other dates in need.

E. **Raytown Live**

We met with the Raytown Live Committee on 4/12/23. We discussed finances and gathered information on optional food trucks. Vicki Turnbow and the Irish Pub both donated money towards the event.

Mary Ann McCormick

From: Raytown BMX <raytownbmx1498@gmail.com>
Sent: Wednesday, April 5, 2023 12:18 PM
To: Dave Turner; Mary Ann McCormick
Subject: Updated 2023 Budget & Supporting Details
Attachments: RaytownBMXSupportingDetails 04.05.2023.pdf; Copy of BMX-Nate 3-21-23.xlsx

Mary Ann & Dave, hi.

Thanks for meeting with me last week to review our proposed budget for 2023. I made a few revisions to achieve better balance. Those changes are:

1. Reduced proposed concessions revenue from \$6,500.00 to \$4,200.00.
2. Increased proposed sponsorships from \$2,000.00 to \$4,500.00. We've already secured \$2,000.00. It's realistic to expect that we can obtain another \$2,500.00.
3. Reduced National Revenue from \$23K to \$19K and I spread it out between national race fees, concessions, and camping/parking so that it mirrors 2021's budget. I don't expect there to be a huge change this year.
4. Removed The Truman Heartland Foundation Grant from proposed revenue AND the digital timing system from proposed expenses.
5. Increased BMX Track Maintenance from \$0.00 to \$8,500.00 and deleted Glue and Asphalt Sealing, as those are both track maintenance expenses.

Additional details (2024 third straight/turn rebuild budget & track sponsors) were requested at the last Raytown Parks & Rec. Board meeting. In response, I prepared two tables (attached). The top is an overview of expected costs related to the third straight/turn rebuild. Without any discounted or free materials/services the work totals just under \$40,000.00. I believe that we can get a significant portion of the materials gifted to us. One of our key volunteers works as a diesel mechanic for a pre-mix concrete plant. He's working with his management to secure the ecology blocks and the equipment needed to perform the rebuild. The fill soil and crushed limestone will also likely be made available to us for free or reduced cost.

The bottom table lists our 2023 track sponsors. Currently 50% are paid and 50% donate materials or services.

Please let me know if you see any information you would like added. Please confirm the time and date of the next Raytown Parks & Rec. Board meeting. It's on Monday April 17th, correct?

Very best,

Nate Jonjevic
President & Track Operator
Raytown BMX Association
816.853.8047

BMX Budget 2018-2023

	2018	2019	2020	2021	2022	Proposed 2023
Revenue			Covid			
Race Fees	\$ 15,927	\$ 28,229	\$ 17,332	\$ 30,043	\$ 34,088	\$ 30,000
Concessions	\$ 4,337	\$ 5,191	\$ 232	\$ 2,813	\$ 3,948	\$ 4,200
ABA Memberships	\$ 557	\$ 4,548	\$ 62	\$ 120	\$ -	
Resaleables	\$ -	\$ -	\$ -	\$ -	\$ -	
Donations/Sponsors	\$ 17,943	\$ 9,450	\$ 400	\$ -	\$ -	\$ 4,500
<i>National Race Fees</i>	\$ 3,080	\$ -	\$ -	\$ 5,055	\$ -	\$ 5,000
<i>National Concessions</i>	\$ 13,824	\$ -	\$ -	\$ 2,011	\$ -	\$ 2,000
<i>National Parking/Camping</i>	\$ -	\$ -	\$ -	\$ 11,860	\$ -	\$ 12,000
Total Actual Revenue	\$ 55,668	\$ 47,418	\$ 18,026	\$ 51,902	\$ 38,036	
Total Budgeted Revenue	\$ 55,750	\$ 31,000	\$ 33,000	\$ 31,900	\$ 31,500	\$ 43,700
Parks & Rec. Grant						\$ 35,000
Total Budgeted Revenue w/grant						\$ 78,700

Expenses						
Electricity	\$ 3,203	\$ 1,899	\$ 2,037	\$ 2,894	\$ 3,008	\$ 3,500
Water	\$ -	\$ -	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ 134	\$ 369	\$ 327	\$ 360
Maintenance Buildings & Grounds Small Tools & Landscaping	\$ 4,341	\$ 7,571	\$ 10,749	\$ 21,441	\$ 12,700	\$ 10,000
Gas	\$ 826	\$ 267	\$ 239	\$ 642	\$ 400	
Office & First Aid Supplies	\$ -	\$ 320	\$ 367	\$ 32	\$ 771	
Toilet Rental, Trash Hauling, Alarm	\$ 4,630	\$ 2,382	\$ 1,637	\$ 6,394	\$ 3,661	\$ 3,720
Operating Supplies- Concessions, Special Events, Prizes, Petty Cash, Postage, Internet	\$ 21,101	\$ 14,146	\$ 8,865	\$ 15,305	\$ 16,948	\$ 16,000
Printing/Promotions	\$ 20	\$ 469	\$ 420	\$ -	\$ 585	
Sanction/Membership/Insurance-ABA	\$ 6,986	\$ 12,197	\$ 2,538	\$ 5,721	\$ 10,000	\$ 10,000
BMX Track Maintenance - Glue, Ashphalt Sealant for Start Hill and Turns	\$ 20,126	\$ -	\$ -	\$ -	\$ -	\$ 8,500
Mid America Nationals						\$ 17,000
Tax Preparation						\$ 1,000
Total Actual Expenses	\$ 61,233	\$ 39,251	\$ 26,986	\$ 52,798	\$ 48,400	
Total Budgeted Expenses	\$ 60,509	\$ 40,250	\$ 50,470	\$ 53,220	\$ 48,400	\$ 70,080

Actual Net Profit/Loss	\$ (5,565)	\$ 8,167	\$ (8,960)	\$ (896)	\$ (10,364)
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\$48,400 includes payment to BMX of \$5100 and \$438.08 to take expenditures to \$0.00

Raytown BMX Supporting Details

Third Straight & Third Turn Rebuild Budget Overview			
No.	Item	Description	Cost
1	Soil	Require approx. 50 truckloads of fill (approx. 14 yards each). Cost is \$22.00/yard.	\$16,000.00
2	Concrete Ecology Blocks	Require approx. 50 blocks. Cost is \$20.00 each. Possibly discounted or free. Need shipping and placement (approx. \$2,000.00).	\$3,000.00
3	Crushed Limestone	Require approx. 3 truckloads.	\$500.00
4	Glue	Require 25% of a tote.	\$1,000.00
5	L. McGuire / dirttrendz	Fee for one week.	\$2,000.00
6	L. McGuire Hotel & Car Rental	Six nights at \$110.00/night plus car rental.	\$1,000.00
7	Skid steer	KC Bobcat to supply at no cost to the track.	Free
8	CAT Articulated Wheel Loader	Estimated cost for 1 week rental and delivery from United Rentals.	\$2,874.00
9	Asphalt	Approx. 2000 s.f. needed @ \$4.00/s.f. (nat. avg.), plus installation.	\$13,000.00
10	Wheatgrass Seed	Third 3 will be seeded with wheatgrass with deep plunging root system to prevent movement/erosion.	\$153.75
Total			\$39,527.75

2023 Raytown BMX Track Sponsors		
Sponsor	Amount	Description
K.C. Bobcat	In kind	Free skid steer rentals
Todd Rose Realtor	\$500.00	
Kona Ice	\$250.00	
FreakyFast BMX Training	In kind	Clinic training
Automatic Systems, Inc.	\$500.00	
Kautz Unlimited Services	In kind	Crushed limestone
Lumax Power		Discounted equipment
Noteboom Family	\$750.00	
Total	\$2,000.00	

**Raytown Park Board
Minutes
June 20, 2022**

Attendance:

Park Board: Dave Thurman, Evan Gorrell, Michael Anderson, William McClendon, Robbie Tubbs, Brian Morris and George Mitchell. Zoom: Jenny Perkins, Brent Hugh and Alderman Loretha Hayden

Staff: Dave Turner, Tony Mesa, Andrew Buxton and Mary Ann McCormick

Guests: Harley Kennedy and Nate Jonjevic

A quorum was declared present and the meeting was called to order at 7:00 pm. Brian Morris made a motion to approve the minutes from May 16, 2022. Robbie Tubbs seconded and the motion passed.

Reports of Officers:

President: Dave attended the Fishing Derby on 6/4, Popsicles w/ Police 6/18. The parks looked great. Raytown Live was rained out on 6/11. Department needs to look into doing something for National Trails Day next year. Dave also thanked Dave Turner for the great presentation at the BOA meeting on June 7th.

Vice President: Robbie stated her son and friends came back to Raytown and visited the parks and they commented that our parks are great.

Reports of Standing & Special Committees:

Personnel – no report

Finance – New business #1

Program – no report

Buildings & Grounds – need to think about making Kritser park a trailhead . Why is the tax increase the city is hoping for not going towards Parks infrastructure?

Rice Tremonti – Brian stated bathroom window replaced, 2 security cameras installed, rentals are going well. Board decided to keep rent at rental house at \$600/month. Received \$40,000 grant from Sunderland Foundation.

BMX – New business #2

Staff Reports:

Director – a written report was distributed

Superintendent of Parks – a written report was distributed

Recreation – a written report was distributed

New Business:

George Mitchell made a motion to move agenda item #2 BMX Transfer of Funds before #1 22-23 Budget update. Evan Gorrell seconded and the motion passed.

1. BMX Transfer of Funds – BMX board is concerned that they can't function if the parks only donates up to \$35,000 annually when we (Parks) has budgeted \$48,400 for the last two years in expenditures. It was explained to them that they would be receiving all monies paid to them for race fees, etc. They will need to prioritize on what and how they spend their money. An agreement will need to be signed between City and Raytown BMX Association. The City Administrator, Attorney and Finance Director have all approved the agreement. Park Board suggested they start a Fundraising Team to get Sponsorships. They are still working on the 501c3 paperwork for the IRS. They hope to have it sent by end of July. Raytown BMX Association still has not opened a checking account. Mary Ann has been updating vendors

letting them know that City will no longer be paying the invoices and that Raytown BMX Association will need to set up accounts starting June 30, 2022. Emails have been sent to Harley Kennedy, Nate Jonjevic, Ashle Holler, Hector Laredo, Dave Turner and George Mitchell with each vendor update.

Brian Morris made a motion to transfer \$5,100 to the Raytown BMX Association on July 1, 2022 if a checking account has been opened. George Mitchell seconded and the motion passed. Yes votes – Evan Gorrell, William McClendon, Robbie Tubbs, Brian Morris, George Mitchell, Brent Hugh and Jenny Perkins. No vote – Michael Anderson.

George Mitchell made a motion to transfer retainer up to \$1,544.50 to Raytown BMX Association on or near July 31, 2022. Robbie Tubbs seconded and the motion passed. Yes votes - Evan Gorrell, Robbie Tubbs, Brian Morris, George Mitchell, Brent Hugh and Jenny Perkins. No votes – Michael Anderson and William McClendon.

2. Budget update: Wi-fi in the parks. Look into new carrier instead of Comcast and AT&T. Homeland Security patrols when we send out bids this fall, get prices for monthly service April – September. Camera contact – ask Raytown Police if they have made any arrests from our cameras. Dave hi-lighted our budget for upcoming year. Expect increase in salaries (due to COLA and salary study) and liability insurance (city hall sets these prices). Most capital improvement projects have been put on hold for next year.
3. Kenagy security and parking lot – staff look into different traffic calming barriers, traffic islands, etc. and report back in July.
4. Michael Anderson made a motion to nominate George Mitchell as President. Brian Morris seconded. George accepted the nomination. William McClendon made a motion to nominate Brent Hugh as President. Michael Anderson seconded. Brent declined the nomination. Evan Gorrell made a motion to cease nominations. Michael Anderson seconded and the motion passed.
5. Evan Gorrell made a motion to nominate Dave Thurman as Vice President. William McClendon seconded. Dave accepted the nomination. Evan Gorrell made a motion to cease nominations. Brian Morris seconded and the motion passed.
6. We did not go into closed session. Brian Morris made a motion to accept donation of property from Robert Brown at 9720 E. 79th and spend up to \$25,000 to demolish, haul off debris from property. Michael Anderson seconded and the motion passed.
7. George Mitchell made a motion to adjourn. Evan Gorrell seconded and the motion passed.

Raytown BMX Requirements for Request of Funds

FY 2022/23

To be submitted before March 1st, 2023

1. Financial reporting on the 2022 Fiscal year.

Beginning balance July 2022: \$5100.00

Ending balance December 31, 2022: \$5767.53

Attach IRS financial reporting documents.

2. Proof of Insurance with City of Raytown listed as additional insured.

Did Raytown BMX renew yearly insurance with \$2 million in coverage? Recd 3/6/23

Attach proof of insurance.

3. 2023 Budget funding requested amount: \$35,000.00

Attach expected 2023 budget expenses, projects for the fiscal year, and expected revenues. see attached

4. Schedule of activities and any special races such as State or National events.

Attach 2023 season schedule see attached

5. Proof of maintaining 501©3 tax status. Form 990-N attached

Attach documents filed with the state and IRS for financial reporting for the 2023 fiscal year.

6. Maintain the BMX facility for safe racing activities and provide trash and litter clean up on the property. Are there any concerns or help needed with the maintenance of the track in 2023? _____

7. Notify the Parks Dept of monthly/quarterly meetings and allow a Parks liaison to attend said meetings. Please notify Dave Turner davet@raytownparks.com And George Mitchell gmitche14@sbcglobal.net of upcoming BMX meetings.

8. Contact the Raytown Parks for any communication with the C-2 school district regarding race schedules and maintenance needs such as water turn on and/or winterization of facilities.

Anticipated date of water being turned on by Parks staff: first week of April

Anticipated date of winterization of the water and concession building. _____
around end of October

Form 990-N	e-Postcard Worksheet	2022
For calendar year 2022, or tax year beginning _____, and ending _____		

Name RAYTOWN BMX ASSOCIATION	Employer Identification Number 88-1469589
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Note: Form 990-N can ONLY be filed electronically, and is filed in lieu of Forms 990 or 990-EZ, if eligibility is met.

The following items are required for a complete electronic submission:

1. Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN) **88-1469589**
2. Tax year **2022**
3. Legal name of organization **RAYTOWN BMX ASSOCIATION**
 - Mailing street address **440 W GREGORY**
 - City or foreign province **KANSAS CITY**
 - State or foreign country code **MO**
 - Zip code **64114**
4. Any other names the organization uses (Doing Business As)
5. Principal officer name **NATHAN JONJEVIC**
 - Mailing street address **440 W GREGORY**
 - Street address line 2
 - City **KANSAS CITY**
 - Foreign province
 - State or foreign country code **MO**
 - Zip code **64114**
6. Web site address if the organization has one **http://raytownbmx.org/**
7. Organization's annual gross receipts are normally \$50,000 or less **X**
8. Organization is terminated or in the process of termination

2022 Profit & Loss

Opening Balance Deposit	\$ 5,100.00
Registration & Concessions Income	\$ 18,244.05
Donation Income	\$ 500.00
Other Income	\$ 600.00
Total Income	<u>\$ 24,444.05</u>
Concessions	\$ 3,017.38
Supplies & Materials	\$ 6,220.57
Contractor	\$ 1,000.00
Legal Fees	\$ 609.00
Membership Fees	\$ 4,198.00
Utilities	\$ 1,960.02
Equipment Rental	\$ 461.12
Shipping	\$ 21.25
Security	\$ 210.00
Other Expenses	\$ 988.18
Total Expenses	<u>\$ 18,685.52</u>
Net Income	<u><u>\$ 5,758.53</u></u>

2023 FACILITY USE AGREEMENT

The City of Raytown Parks & Recreation and Raytown BMX Association

This Facility Use Agreement (the "Agreement") dated _____, 2023 is entered into by and between the City of Raytown, Parks & Recreation Department (hereinafter called the "City") and Raytown BMX Association (hereinafter called "BMX").

In consideration of being allowed to operate the City's bicycle motocross facility generally located at 12605 Frost Road, Kansas City, MO 64138 (the "Facility") in conjunction with the City BMX agrees that:

1. BMX is an incorporated, not-for-profit volunteer organization devoted to the development and promotion of BMX racing within the community for children, youth and adults.
2. BMX shall file for and maintain Section 501(c) (3) of the Internal Revenue Code tax status.
3. BMX shall establish and maintain a checking and/or savings account. BMX must have an annual review by an accountant, share those financial documents and statements with the City, and file all necessary tax forms with IRS at the end of their fiscal year in order for the City to consider distributing funds to BMX for maintenance of the Facility.
4. BMX shall have the following documents on file at least 30 days prior to the date of use starting in 2023.
 - A tentative copy of that season's operational budget, and
 - Proof of 501(c) (3) tax status,
 - Track rules and regulations, and
 - Schedule of practices, meets, and special events

If documents haven't been received within the 30-day time frame, the allocated use of the Facility will not be authorized.

5. BMX shall operate the Facility at 12605 Frost Road, Kansas City, MO 64138 at the Raytown C-2 School District Safety Center property. The Facility is only to be used for BMX practices and meets and is not to be reallocated by BMX or any other organization without the prior approval of the City.
6. BMX shall maintain liability insurance for those involved with the operation of the program, including BMX administration, volunteers, participants, and any other personnel utilized in the organization and running of practices, meets, and other special events. Specific insurance requirements includes:
 - A) Coverage Limits: Minimum coverage shall include Comprehensive General Liability: Minimum limit \$2,000,000 combined single limit for bodily injury and property damage per occurrence with City named as an additional insured on the policy and Comprehensive Automobile Liability: \$2,000,000 combined single limit with City named as an additional insured on the policy.
 - B) Cancellation Notification: The policy or policies, if available and possible, shall contain a provision that the policy will not be cancelled unless and until thirty (30) days' notice of said cancellation has been given to the City, but, in any event, BMX, any time after

the Agreement has been signed, shall notify the City of any impending cancellation, actual cancellation, termination or nonrenewal of the policy by faxing or delivering to the City a copy of the insurer's cancellation, termination, or nonrenewal notice to BMX within two (2) business days of BMX's receipt of said notice. BMX shall also advise the City in writing within two (2) business days of any oral or other advisement by the insurer of any impending cancellation, actual cancellation, termination or nonrenewal of the policy.

C) Workers' Compensation: if required, statutory requirements.

D) Financial Strength: Provider of insurance coverage will be:

- 1) Licensed and admitted in The State of Missouri, and
- 2) Have a Best Guide rating of "A" or better.

Proof of necessary insurance coverage shall be filed with City prior to the beginning of each BMX season. BMX, shall defend, indemnify, and hold the City and its elected or appointed officials, officers, employees and agents harmless from and against all actual claims and alleged claims and all damages, including but not limited to losses, liabilities, costs, expenses and attorney fees arising out of personal injuries, including illness or death, and damage to, or destruction of, property, which are caused by BMX or BMX's agents, employees, sub-contractors or by others for whom BMX, is liable arising out of or in any way connected with or resulting from, performance of, or failure to perform, this Agreement or the use of the Facility.

7. In conjunction with utilizing the Facility, BMX may not charge a mandatory spectator admission fee for regular season meets or practices. However, BMX will be allowed to fund operations through the following methods:

- Voluntary (but not mandatory) donations at the gate,
- Voluntary donations through means of "passing the hat,"
- Organization fundraiser(s),
- Participant and/or track entry fees, and
- Any other charitable contributions or gifts.

8. BMX will be responsible for any damages/impairments to the Facility which occurs during the organization's use of the Facility. BMX agrees to reimburse the City for any repair or equipment replacement necessitated by BMX's use of the Facility (normal wear and tear excepted).

9. BMX is responsible for maintenance and upkeep of the Facility which includes the BMX track, buildings, track (race, pump), Connex containers, mowing of all turf areas, etc.

10. BMX is responsible for, and agrees to provide for, any post-race or post practice clean-up necessary to leave the Facility in the condition in which it was found prior to utilization by BMX. If any maintenance or further clean-up services are necessary on behalf of the City, BMX will be responsible for reimbursement of those costs to the City, with a one-hour minimum billing at the City employee hourly rate.

11. The City reserves the right to cancel activities in cases of extreme weather, whereby play might cause undue damage to the facilities, or potentially endanger the health of participants, spectators, or program-related personnel.

12. BMX may not make alterations and/or improvements to pre-existing facilities without first receiving the approval of the City and the Director of Parks and Recreation.

13. BMX will need to set up accounts and pay for the following and to arrange service (not a complete list):

- Portable toilets
- Dumpster/trash service
- Alarm system for building(s) (City will need alarm codes)
- Electricity
- Phone – wifi hotspot, cell phone

14. BMX recognizes that the City operates on an annual budget which may be reduced by the Raytown City Administrator and/or the Raytown Board of Alderman. Funds available for improvements to existing Raytown's Park facilities, the procurement of new parklands, and the expansion of departmental program opportunities are determined with annual budgetary limitations in consideration.

15. In an effort to facilitate communication between the City and BMX, BMX will notify the City of all meetings. A contact person from the City will then be allowed the opportunity to attend appropriate meetings.

In conjunction with extending BMX facility use privileges, the City agrees to:

1. Recognize BMX as an incorporated, not-for-profit organization devoted to the development and promotion of BMX racing within the community for children, youth and adults, respective of the organization remaining non-discriminatory, competent, and financially solvent in their operation.
2. To the extent permitted by law, hold harmless BMX from claims relating to bodily injury or damages to property that result solely from negligence on the part of the City.
3. The City may provide up to \$35,000 to BMX annually for a period of one year ending in December 31st for operation of the Facility. In order to receive City funds, BMX will need to fill out a Donation Request Form, provide copy of annual audit, IRS tax forms filed, budget for current year and list of projects to be done at the track (pursuant to paragraph 4 above). The City will then determine the possible amount of donation after all paperwork has been received.
4. Establish a City contact person to act as a liaison to BMX. This City representative will provide, upon request, assistance regarding recreation programming, scheduling and rescheduling efforts, and City philosophy. All of the youth athletic associations, including BMX, are invited to attend the monthly meetings of the Raytown Park Board.
5. Allow BMX to generate revenue for operations, provided that program-related revenues and monies are collected by one of the methods previously noted as acceptable and are only used to facilitate operations of the BMX program.
6. Attempt to work in cooperation with BMX, if a number of practices or meets need to be rescheduled that would extend the BMX season past its originally allocated facility use dates. City staff will also attempt to actively assist BMX with facility scheduling, park infrastructure concerns, publicity efforts, etc., associated with those national BMX tournaments or special events sought to be hosted at the Facility.

7. Provide basic maintenance and upkeep of the Facility. Basic maintenance will not include daily/weekly upkeep of actual track, turf areas, asphalt, asphalt repairs, annual sealant to track, etc. or any damage or alterations deliberately performed by BMX personnel or volunteers. The City will have the water turned on and off through the Raytown School District.

8. The terms of this agreement shall commence on _____, 2023, and end on December 31, 2023. This agreement shall remain continuous for that time period, respective of both parties fulfilling their contractual obligations as expressly denoted herein.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed the day and year first above written.

RAYTOWN BMX ASSOCIATION

CITY OF RAYTOWN, MISSOURI

By: _____

By: _____

Its: _____

Its: _____

ATTEST:

Teresa Henry, City Clerk

Agenda item 2

11611 E 75th ST, Raytown MO 64133

This is a privately owned piece of land (marked in orange) that the new owner has contacted the Raytown Parks about purchasing.

There are no budgeted funds for this purchase at this time.



Agenda item 3

Parks payroll budget will go from the 2023 budgeted amount of \$627,493

To:

The 2024 amount of \$704,514, which is a difference of \$77,021.

The effect that the salary increase will have on the Parks Maintenance and Operation budget will result in a reduction of our Maintenance and Operations budget by 18.5%.

Without an increase in Parks Revenue the maintenance and operations budget will go from:

\$415,465 budgeted in 2023

To:

\$338,444 to be budgeted for Maintenance, Operations, and Contractual Services in 2024.

Dept	Name	Position	Status	Hourly Rate	#	Regular Hours	Compensation	Total
PARKS		MAINTENANCE II		18.98	#	2080	58,121	52,456
PARKS		MAINTENANCE III		22.72	#	2080	69,833	61,934
PARKS		SPORTS & SPECIAL EVENTS COORDINATOR		21.53	#	2080	65,393	61,784
PARKS		MAINTANANCE 1		17.33	#	2080	54,443	49,095
PARKS		PARKS SUPERINTENDENT		38.76	#	2080	118,003	102,110
PARKS		AMINISTRATIVE SERVICES COORDINATOR PARKS		24.27	#	2080	77,779	74,905
PARKS		LANDSCAPE TECHNICIAN- PARKS		17.33	#	2080	53,260	50,491
PARKS		DIRECTOR OF PARKS		46.45	#	2080	118,909	95,129
PARKS		HORTICULTURIST - PARKS DEPT		20.03	#	2080	52,440	45,162
PARKS		Score keeper		12.50	#	400	5,607	5,383
PARKS		PARKS SEASONAL MAINTENANCE		26.50	#	1000	29,717	28,035
PARKS		Tennis Instructor		20.00	#	45	1,009	1,009

704,514 627,493

Agenda item 4

My records show that the Local Parks/Storm Water Control Sales Tax does not expire until March 31, 2026. The taxes run their course..... April 1, 2004 through March 31, 2011, then April 1, 2011 through March 31, 2021 and currently April 1, 2021 through March 31, 2026.

The 1/8 Cent Parks Sales tax was originally approved on November 4, 2003 with a 7-year sunset. The sunset date was March 31, 2011.

On August 3, 2010 ballot, there was a question to continue to impose the existing 1/8 cent Local Parks/Storm Water Control Sales Tax with a 10-year sunset. The start date was April 1, 2011 and the sunset date was March 31, 2021.

On the November 4, 2019 ballot, there was a question to continue to impose an existing 1/8 cent Local Parks/Storm Water Control Sales Tax with a 5-ear sunset. The start date was April 1, 2021 and the sunset date will be March 31, 2026.