

AGENDA
RAYTOWN PARKS & RECREATION BOARD
Monday, July 20, 2026 7:00 PM

Hosted in person at the Raytown Park 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 –June 15th, 2026

III. Reports of Officers

President – Brian Morris

Vice President – Melina Alford

IV. Reports of Standing & Special Committees

Personnel – Rhonda Herring

Finance – Jules Sneddon

Program – Robbie Tubbs

Buildings & Grounds – Dave Thurman

Main Street- Robbie Tubbs

V. Staff Reports

Director – Dave Turner

Superintendent of Parks – Tony Mesa

Recreation- Connor O'Reilly

VI. New Business

1. Budget FY 26/27
2. Tree Board, 25th Tree City USA
3. Kritser Park playground update

VII. Other Business

VIII. Announcements

IX. Adjourn

- Next regular Meeting: August 17th, 7 PM at Raytown Parks office.

Raytown Park Board

Minutes

June 15, 2026

Attendance:

Park Board: Brian Morris, Robbie Tubbs, Dave Thurman, Rhonda Herring, Jourdan Price and Melina Alford attended in person and by Zoom- Brent Hugh and Angel Ambercrombie.

Staff: Dave Turner, Tony Mesa, Jonda DeMarco and by Zoom Connor O'Reilly

Guests: Mayor Mike McDonough in person

Public Participation: Mayor McDonough presented a proclamation to Jourdan Price for serving 2 years on the Raytown Park Board.

A quorum was declared present, and the meeting was called to order at 7:00pm. Jourdan Price made a motion to amend the minutes to correct Mindy McDaniel's name. Rhonda Herring seconded, and the motion passed. Robbie Tubbs made a motion to approve the minutes as amended. Melina Alford seconded, and the motion passed.

Reports of Officers:

President – no report.

Vice President – no report

Reports of Standing & Special Committees:

Personnel – no report

Finance – no report

Program – no report

Buildings & Grounds – no report

Main Street – Main Street was a short meeting- The Black & White Piccadilly Event numbers were not in at time of meeting. They will be electing new officers on June 24.

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. Budget FY 26/27 – Discussion on budget items to consider, it was determined that our Buildings & Grounds Committee will meet before the regular Park Board Meeting on July 20, to go over the 5 year maintenance schedule.
2. Tree Board, 25th Tree City USA – Discussion on re-activating a Tree City USA Board, it was determined further research is needed to re-activate.
3. Election of Officers – Melina Alford nominated Brian Morris as President, he accepted the nomination. Dave Thurman nominated Melina Alford as Vice President, she accepted the nomination.
4. A big thank you to Jourdan Price for her dedication to the Park Board

Jourdan Price made a motion to adjourn at 7:57pm. Dave Thurman seconded and the motion passed.

Please note: July meeting will be on July 20, 2026

Raytown Parks & Recreation Board Members

6/26/2026

<u>Park Board Members</u>	<u>Term Expires</u>	<u>Committees</u>
1. Brian Morris 7304 Sterling Ave Ironbrigadeb1863@gmail.com	Cell 913-620-4729 President 6/16/28	Finance, Buildings & Grounds, Personnel, Program
2. Melina Alford (Charles) 8302 E 86 th Terr. 64138 Melina.Alford@gmail.com	Cell 457-3371 Vice-President 6/1/26	Personnel
3. Angel Abercrombie 11708 E. 78 th St. 64138 Angel2abercrombie@gmail.com	Cell 868-3376 6/1/28	Finance, Program
4. Jules Sneddon (Jason) 7030 Lakeshore Dr. julesneddon@gmail.com	Cell 878-1294 6/17/28	Finance-Chair , Buildings & Grounds
5. Rhonda Herring 8809 E. 85 th Terr. 64138 rhonda.herring641@yahoo.com	Cell 356-8279 6/1/26	Personnel-Chair , Buildings & Grounds
6. Brent Hugh (Jan) 5916 Arlington 64133 brent@brenthugh.com	Cell 695-6736 6/1/26	Finance, Personnel
7. Robbie Tubbs 6250 Ash Ct. 64133 RobbieT317@hotmail.com	Cell 392-2459 6/1/28	Program -Chair , Mainstreet Liaison
8. David Thurman (Daneen) 10500 E. 80 th St. 64138 david.h.thurman@gmail.com	Cell 305-3732 6/1/28	Buildings & Grounds-Chair Program

Department Administrative Staff			
Ext.	Name	Phone #	Title
102	Dave Turner (Erin) davet@raytownparks.com	Cell 588-5826	Director
103	Jonda DeMarco (Doug) jonda@raytownparks.com	Cell 813-7512	Administrative Services Coordinator
104	Tony Mesa (Anita) tonym@raytownparks.com	Cell 868-1610	Superintendent of Parks
101	Connor O'Reilly sports@raytownparks.com	Cell 913-347-2306	Sports & Special Events Supervisor

Raytown Main Street Association
July 2026
Robbie Tubbs

This was the annual meeting. The Board of Directors was elected. Steve Guenther is President, Jason Sneedon is VP, Joshua Barnett is Secretary, and Jeanette Guenther is treasurer.

The only new business discussed was to start planning the Mayor's Christmas Tree lighting ceremony.

Raytown Parks & Recreation Department
Director's Report
July 20, 2026

BOA – We are working on FY 26/27 budget review and approval, and working through a shortfall on our mowing budget. By adding Rice-Tremonti and Copeland Park to the mowing schedule, we will need to spend more than was budgeted for FY 26.

OMNIBUS – We have received an invoice for \$265,000 invoice from McConnell for the deposits for the phase II work at Copeland Park and it has been submitted to HUD. The work at Kenagy Park is moving along with the restroom being demo'd and the trail work and grading for the site starting soon. We will need to submit a six month report to HUD before the end of July.

I did apply for a 2027 OMNIBUS grant for Colman Park renovation project for \$2.5 million, but we have only been allocated \$850,000. It is now up to congress whether this funding will pass, and I expect this will be up for a vote in November.

Kritser Park Playground- The playground was installed July 8th, and the turf surfacing contractor began July 13th.

Rice-Tremonti- On July 9th we met on site with Tessere Architecture firm to create a schedule of maintenance projects for the property. We spent about 1.5 hours touring the home and grounds and are waiting for an estimate for their proposal. The city has approved up to \$19,000 for the study.

FIFA World Cup- Over all this has not been the overwhelming event that was expected. In June for the four events we will only receive around \$650 for parking. That level of revenue will not cover the hired extra security, but it will offset it some.

RSC Security- Our private security started on April 1st and have had 243 contacts with curfew violators at the time of this report. We had private security staff work an 8 hour shift during the parking times at Terry Copeland Park, and on July 4th.

Budget FY26/27- The City has started the budget meetings and we will have a second meeting July 24th. We are also watching some of our current fiscal year expenses which will need to be adjusted before the end of the year. Fuel, and mowing contractor will need to be adjusted. Our Maintenance budget may need to be added onto as well with the repairs that are needed at Little Blue Trace. We will also have to budget for an increase in water usage due to the splash pad installation.

Little Blue Trace- We have a catastrophic failure at the entry point of the park. The metal drain pipe under the driveway has failed and there is a sink hole in the center of the drive. We have put a steel plate over it and hope to make it to July to make the repair. Estimated cost is around \$10,000-\$11,000.

The electrical lines to the sports light pole that was damaged during a plumbing project on field #1 have been repaired.

Sales Tax Revenue- Sales tax was June for \$53,721.97. We are still dragging from where we should be, which is closer to \$64,000 per month. We have collected \$281,535.78 on the year.



July 2026

PARK MAINTENANCE REPORT



Horticulture / Right of Way

Staff removed a dead Pine tree at Kritser Park on the north side and removed another tree due to storm damage along the south property line. We are working on treating weeds on islands and other park areas that we were unable to treat on a timely basis during the spring rainy season, and now we are watering trees and plants since the rain slowed down.

Kenagy pond has been treated with algae control dye. The dye is blue in color and is not harmful for humans or wildlife.

2026/2027 TRIM grant information was provided to MDC, and we anticipate getting assistance to remove five trees and replant ten trees. The TRIM grant project requests in our region were extensive, which will lead to smaller project awards this time.

Park Maintenance

Staff continue to mow LBT and have treated the infields for weeds, but we expect to drag the fields as part of routine maintenance.

The fall protection has been removed from the tire swing at Colman, and we will be working to scrape the residue from the pad between rain and heat. When the residue has been removed, we will get the mat reinstalled and open to the public.

We have two seasonal staff that are working the weekend trash, and each one is working one additional full day during the week.

Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Connor O'Reilly

Sports & Special Events Supervisor

July 16th, 2026

50+ Softball

Softball is still going well. The first course of games is over, and we are starting the second half of the season.

Raytown Live

Our 3rd Raytown Live was last weekend. This was during a world cup match and might have affected attendance. But, the band was good, the set up was good and easy, and all around a successful night.

Tennis

The second course of tennis lessons has started. Tennis league is still going well. Shirts have been ordered and should arrive by the end of the week.

Festival of the Trails

The festival is coming up, and we are beginning early preparations. The banner has been finalized, and the Facebook account has been updated.

Agenda item 1

Budget items Capital Improvements:

Playground replacement \$120,000

Replacement F350 upfitted dump bed- \$78,075

Sweep All motorized ground rake \$22,000

Park Improvements \$29,000

Increases for FY26-/27:

Water utilities

Fuel

Mowing

Possible grant matching funds

Projects to consider from 5 year Maintenance Plan?

Agenda item 2

The Raytown Tree Board was an active volunteer committee working under the Raytown Park Board. There is a Truman Heartland account held in the name of the Raytown Tree Board with \$3,400 that could be used by an active Raytown Tree Board.

Article V in the original bylaws approved by the Board of Alderman in February 2001, gave the Tree Board the right to update their bylaws at any regular meeting. There was an update in February 2007 replacing the Raytown Parks Dept in place of the Board of Alderman as the oversight agency for the Tree Board. There is a question about the legitimacy of that action.

Does Raytown Parks want to re-activate the Raytown Tree Board, and/or plan activities for the 25th year of the City of Raytown being designated a Tree City USA by the Arbor Day Foundation?

The only transactions from the Tree Board previously have been checks from the Truman Heartland Foundation reimbursing the Raytown Parks Dept.

1 BILL NO. 5417-00 ORDINANCE NO. 4591-00 SECTION NO. LX
2
3

4 AN ORDINANCE REGULATING THE USE OF TREES IN PUBLIC LAND AND
5 PUBLIC RIGHT-OF-WAYS AND AMENDING CHAPTER 23 ½ OF THE CODE
6 OF ORDINANCES OF THE CITY OF RAYTOWN, MISSOURI
7

8 Whereas, the Board of Aldermen of the City of Raytown, Missouri, deems
9 it necessary, advisable and in the public interest, to initiate a program for the
10 planting, preservation and removal of trees and shrubs on public property, and,
11

12 Whereas, there is a recognized need for the establishment of
13 administrative procedures to achieve the goals described herein, now therefore
14

15 BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF
16 RAYTOWN, MISSOURI, AS FOLLOWS:
17

18 1. That Chapter 23 ½ of the Code of Ordinances of the City of Raytown,
19 Missouri is hereby amended by the addition of Article III to read as follows

20 **ARTICLE III. CITY TREE BOARD**
21

22 Sec. 23 ½ - 21 Creation and Establishment of City Tree Board.
23

24 *There is hereby created an established a City Tree Board for the*
25 *City of Raytown, Missouri.*
26

27 Sec. 23 ½ - 22. Composition and qualification of members.

28 *The city tree board shall consist of five (5) members, ciizens and*
29 *residents of Raytown who shall be appointed by the Mayor with the*
30 *consent of the Board of Aldermen*
31

32 Sec. 23 ½ - 23. Term of Office.
33

34 *The terms of the five persons to be appointed by the mayor shall be*
35 *three years except that the term of two of the members appointed to the*
36 *first board shall be for only one year and the term of two members of the*
37 *first board shall be for two years. In the event that a vacancy shall occur*
38 *during the term of any member, a successor shall be appointed for the*
39 *unexpired term.*
40
41
42

1
2 BE IT REMEMBERED that the above was read, and upon final vote taken the
3 5 day of April, 2000, was approved by the Board of
4 Aldermen of the City of Raytown, Jackson County, Missouri upon the following
5 vote:

Alderman	Aye	Nay	Absent/ Abstain
Gilbert			✓
Walters	✓		
Jerry Kinman	✓		
Aziere	✓		
Jeff Kinman	✓		
Melson	✓		
Schlapia	✓		
Briggs	✓		
Merrill	✓		
Knabe	✓		
Tie vote: Mayor Frank			

6

7
8 Karlan Curtis
9 CITY CLERK

10
11 APPROVED BY THE MAYOR the 5 day of April, 2000.
12
13

14
15 [Signature]
16 MAYOR

RESOLUTION

RE: BYLAWS
CITY TREE BOARD

R- 1226-01

WHEREAS, the City of Raytown has previously established a City Tree Board,
and

WHEREAS, the City Tree Board has established Bylaws and requests that the
Board of Aldermen approve said Bylaws, and

WHEREAS, the Board of Aldermen deems it desirable to consider ratification of
the said Bylaws, now, therefore,

BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF
RAYTOWN, MISSOURI, AS FOLLOWS:

1. That the Bylaws for the City Tree Board, a copy of which are attached
hereto and by this reference made a part hereof, are hereby ratified and approved by the
Board of Aldermen of the City of Raytown, Missouri.

BE IT REMEMBERED that the above was read, and upon final vote taken the 20
day of February, 2001 was approved by the Board of Aldermen of the City of
Raytown, Jackson County, Missouri upon the following vote:

Alderman	Aye	Nay	Absent/Abstain
Neal	✓		
Walters	✓		
Jerry Kinman	✓		
Aziere	✓		
Jeff Kinman	✓		
Melson-Nunez	✓		
Schlapia	✓		
Briggs	✓		

Merrill	✓		
Knabe	✓		
Tie vote: Mayor Frank			

Karlan Curtis
CITY CLERK

APPROVED BY THE MAYOR the _____ day of _____, 2001.

[Signature]
MAYOR

or:

APPROVED without the Mayor's signature the _____ day of _____, 2001.

or:

APPROVED over the Mayor's veto the _____ day of _____, 2001.

ATTEST:

Karlan Curtis
CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

[Signature]
CITY ATTORNEY

Sponsor: Mayor Frank

Bylaws of the Tree Board of Raytown, Missouri

These bylaws have been formulated in accordance with Chapter 23 ½, Article III of the Raytown Code of Ordinances and adopted January 18, 2001.

Article I. Purpose of the Board

It shall be the responsibility of the Tree board for the City of Raytown, Missouri to:

- (A) Develop, update annually and oversee the implementation of a Streetscape Masterplan to provide for maintenance of existing trees, shrubs and other forms of landscaping on public right-of-way and for the installation of new trees, shrubs, and other forms of landscaping on public right-of-way. Said plan shall include standards to govern plant selection and location within the right-of-way and guidelines for receiving private donations of trees, shrubs and other forms of landscaping to be installed within public right-of-way for purposes of beautification, buffering and/or in memory/honor of someone.
- (B) Present the Streetscape Masterplan to the Board of Aldermen annually and when accepted it shall constitute the official Streetscape Masterplan for the City of Raytown.
- (C) Seek gifts of cash, donations of materials, grants and other forms of financial assistance in order to help fund the implementation of the Streetscape Masterplan in accordance with accepted City procedures for such activities.
- (D) Review and comment on all plans, public and private, for work of any nature to take place on public right-of-way that may endanger trees, shrubs and other forms of landscaping and beautification present and to appear before the Board of Alderman in a timely manner with a recommendation for further review that in their opinion endangers existing trees, shrubs, and other forms of landscaping and beautification or that does not adequately address the need to provide new plantings or replace plantings which are earmarked for removal. The Community Development Department, Public Works Department and Parks Department are thus required to ask the Tree Board to review all plans, prior to bidding, that call for work of any nature to take place on public right-of-way.
- (E) Upon request of the Board of Alderman, to consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its work.

Article II. Tree Board Members

Section 1.

The Tree Board shall consist of five members whom shall be citizens and residents of the City of Raytown. Members shall be appointed by the Mayor with the consent of the Board of Aldermen. The term of the five persons appointed to the Tree Board shall be three (3) years, except that the term of two of the members appointed to the first board shall be for only one year and the term of two members of the first board shall be for two years. In the event that a

vacancy shall occur during the term of any member, a successor shall be appointed for the unexpired term.

Section 2.

Officers of the Tree Board shall include a Chairperson and a Vice-Chairperson. These positions shall be elected at a designated meeting by a majority vote of a present Tree Board quorum and will serve one year in duration.

Section 3.

It shall be the duty of the Chair to preside at all meetings of the Tree Board to enforce Tree Board bylaws, and to perform any other duties mandated by law. In the absence of the Chair, the Vice-Chair shall preside and fulfill the regular duties and functions of the Chairperson.

Section 4.

A staff liaison from the City of Raytown shall be responsible for attending each meeting of the Tree Board and keeping a journal of its proceedings.

Article III. Tree Board Meetings

Section 1.

Designated meetings of the Tree Board shall be scheduled as deemed necessary by its members, or as dictated as needed by the Board of Alderman.

Section 2.

Special and or emergency meetings of the Tree Board may be held at any time upon the request of the Chair, Vice-Chair or Board of Aldermen. No business shall be transacted at a special or emergency meeting if a quorum is not present.

Section 3.

A majority of the Tree Board membership (at least 3 of the 5 appointees) shall constitute a quorum for the transaction of business.

Section 4.

Members of the Tree Board shall serve without compensation.

Section 5.

All Tree Board business shall be conducted at regular, special or emergency meetings of the Tree Board. Individual members shall not act on behalf of the Tree Board unless specifically designated by the Tree Board at a previous meeting.

Section 6.

Following each Tree Board meeting, members have the authority to speak to the media regarding issues and actions of the Tree Board, provided that those issues have been

previously covered and acted upon by the Tree Board at a regular, special or emergency meeting.

Section 7.

Although it is recognized that each member of the Tree Board is serving in a volunteer capacity, it is the responsibility of all members of the Tree Board to be present at Tree Board meetings. Three (3) consecutive absences, or four absences per year (from appointment anniversary date), shall constitute an excessive number of absences. Excessive absences may lead to a vote being taken by the Tree Board to determine whether or not a recommendation for removal should be made to the Board of Aldermen. However, excessive absences as a result of special circumstances will be reviewed by the Tree Board on an individual case basis.

Section 8.

Minutes of each meeting of the Tree Board shall be distributed to members prior to the next scheduled Tree Board meeting, at which time they will be voted on for acceptance into official record by the members.

Article IV. Tree Board Committees

Section 1.

There shall be no standing committees on the Tree Board.

Section 2.

With the consent of the Tree Board, the Chair shall have the right to appoint special committees. Such special committees shall be dissolved when the purpose for which they were appointed has been satisfied.

Article V. Amendments to the Bylaws

These organizational rules and regulations may be altered or amended at any regular Tree Board meeting by a majority vote of the Tree Board members, provided that each member of the Tree Board has been made aware of the proposed action prior to that meeting date scheduled for a vote to be taken, as per Board of Aldermen approval.

CITY OF RAYTOWN

Request for Board Action

Originating Department: <u>Community Development</u> Department Head Approval: _____ Date: ____/____/01	Supplemental Department Report(s) ☐ Administration ☐ Finance ☐ Law ☐ Public Works ☐ Pks. & Rec ☐ Police ☐ Emerg. Services ☐ Munic Ct.
APPROVED FOR AGENDA CITY ADMINISTRATOR: 	Agenda Section: Item Number: Title / Subject: BILL # _____ SECTION # _____

DEPARTMENTAL ANALYSIS

I. ISSUE / PROBLEM:

At a regularly scheduled meeting held January 18, 2001, the Tree Board voted unanimously to adopt the attached bylaws. The Tree Board now requests that the Board of Alderman approve the adopted bylaws.

II. BACKGROUND:

The Raytown Tree Board was formed by ordinance on April 5, 2000. Five members were appointed in the fall of 2000 and the first meeting was held on November 13, 2000. This meeting was introductory in nature with presentations from the Mayor, City Administrator, Board Liaison and staff liaison. At a second meeting, held December 4, 2000, proposed bylaws were distributed but not discussed due to the absence of 2 members.

III. REPORT:

The Tree Board reports that member Marsha Willis was unanimously elected Chair and David Kriegh was unanimously elected Vice Chair at the January 18th meeting. According to the requested bylaws, the terms of office are 1 year.

IV. RECOMMENDATION:

Staff recommends that the Board of Alderman approve the Tree Board's adoption of the attached bylaws.

Bylaws of the Tree Board of Raytown, Missouri

Article I. Name

The name of the organization shall be: The Raytown Tree Board.

Article II. Purpose of the Tree Board

It shall be the responsibility of the Tree board for the City of Raytown, Missouri to:

- (A) Develop, update make recommendations and oversee city ordinances that deal with the maintenance of existing trees, shrubs and other forms of landscaping on public land and for the installation of new trees, shrubs and other forms of landscaping on public land. Recommendations shall include standards to govern plant selection and location within the right-of-way and guidelines for receiving private donations of trees, shrubs and other forms of landscaping to be installed within public right-of-way for purposes of beautification, buffering and/or in memory/honor of someone.
- (B) Present to the Park Board an annual report on the Tree Board accomplishments and a year-end financial report.
- (C) Seek both private and public gifts of cash, donations of materials, grants, and other forms of financial assistance in order to help fund tree related projects in the City of Raytown.
- (D) When requested, review and comment on all plans, public and private, for work of any nature to take place on public land that may endanger trees, shrubs and other forms of landscaping and other beautification projects.
- (E) Upon request of the Board of Alderman, Park Board, Community development Department and Public Works Department to consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its work.

Article III. Tree Board Members

Section 1. Term of Office

The Tree Board shall consist of five (5) members whom shall be citizens and residents of the City of Raytown and be 18 years or older. Members shall be appointed by the Park Board. The term of the five persons appointed to the Tree Board shall be three (3) years, except that the term of two of the members appointed to the first board shall be for only one year and the term of two members of the first board shall be for two years. In the event that a vacancy shall occur during the term of any member, a successor shall be appointed for the unexpired term.

Section 2. Organization of the Tree Board

Officers of the Tree Board shall include a Chairperson, Vice-Chairperson, and Secretary. These positions shall be elected at a designated meeting by a majority vote of a present Tree Board quorum and will serve one year in duration.

Section 3. Duties

It shall be the duty of the Chair to preside at all meetings of the Tree Board to enforce Tree Board bylaws, and to perform any other duties mandated by law. In the absence of the Chair, the Vice-Chair shall preside and fulfill the regular duties and functions of the Chairperson.

Section 4. Staff Liaison

A staff liaison from the City of Raytown shall be responsible for attending each meeting of the Tree Board. The staff liaison person has no voting privileges, but may participate in meeting discussions and provide guidance in all Tree Board matters. When appropriate, the staff liaison person will give timely reports on related Tree Board finances.

Article IV. Tree Board Meetings

Section 1. Schedule of Meetings

Designated meetings of the Tree Board shall be scheduled as deemed necessary by its members, or as dictated as needed by the Raytown Park Board.

Section 2. Special Meetings

Special and or emergency meetings of the Tree Board may be held at any time upon the request of the Chairperson, Vice-Chairperson, or Raytown Park Board. No business shall be transacted at a special or emergency meeting if a quorum is not present. All meetings will comply with Public Notification Policies.

Section 3. Quorum to Conduct Business

A majority of the Tree Board membership (at least 3 of the 5 appointees) shall constitute a quorum for the transaction of business.

Section 4. Compensation for Service

Members of the Tree Board shall serve without compensation.

Section 5. Order of Business

All Tree Board business shall be conducted at regular, special, or emergency meetings of the Tree Board. Individual members shall not act on behalf of the Tree Board unless specifically designated by the Tree Board at a previous meeting. All meetings will comply with Public Notification Policies.

Section 6. Media Policy

Following each Tree Board meeting, members have the authority to speak to the media regarding issues and actions of the Tree Board, provided that those issues have been previously covered and acted upon by the Tree Board at a regular, special or emergency meeting.

Section 7. Absentee Policy

Although it is recognized that each member of the Tree Board is serving in a volunteer capacity, it is the responsibility of all members of the Tree Board to be present at Tree Board meetings. Three (3) consecutive absences, or four absences per year (from appointment anniversary date), shall constitute an excessive number of absences. Excessive absences may lead to a vote being taken by the Tree Board to determine whether or not a recommendation for removal should be made to the Raytown Park Board. However, excessive absences as a result of special circumstances will be reviewed by the Tree Board on an individual case basis.

Section 8. Minutes

Minutes of each meeting of the Tree Board shall be distributed to members prior to the next scheduled Tree Board meeting, at which time they will be voted on for acceptance into the official record by the members.

Section 9. Expenditure of Funds

The use of all Tree Board designated financial funds will be approved only during official meetings. A quorum as stated in Article III, Section 3 must be present. All financial actions will be determined by a simple majority of Tree Board members present at the time of the meeting. The staff liaison person shall coordinate all disbursements of funds. The Raytown Parks and Recreation Department will deposit all funds and pay all invoices on behalf of the Raytown Tree Board. All net revenues at the end of the budget year will be carried forward to the credit of the Raytown Tree Board to be available to pay future operating expenses. Deficit spending is not allowed. A minimum balance of \$100 is required as a reserve on spending of all financial accounts.

Article V. Tree Board Committees

Section 1. Standing Committees

There shall be no standing committees on the Tree Board.

Section 2. Appointed Committees

With the consent of the Tree Board, the Chair shall have the right to appoint special committees. Such special committees shall be dissolved when the purpose for which they were appointed has been satisfied.

Article VI. Amendments to the Bylaws

These organizational rules and regulations may be expanded, altered or amended at any regular Tree Board meeting by a majority vote of the Tree Board members, provided that each member of the Tree Board has been made aware of the proposed action prior to that meeting date scheduled for a vote to be taken. New rules, regulations, or laws will be adopted upon final approval of same by the Raytown Park Board.

Agenda item 3



