



RAYMORE PARKS AND RECREATION BOARD

AGENDA

Tuesday, November 22, 2022

6:00PM - City Hall

**Council Chambers
100 Municipal Circle
Raymore, Missouri 64083**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Personal Appearances / Presentation**
- 5. Consent Agenda.**
The items on the Consent Agenda are approved by a single action of the Park Board. If any Board Member would like to have an item removed from the Consent Agenda and considered separately, he/she may so request.
 - A. Park Board Minutes October 25, 2022
- 6. Staff Reports**
Recreation/Facilities Superintendent
Parks Superintendent
Parks & Recreation Director
- 7. Unfinished Business - None**
- 8. New Business - None**
- 9. Public Comment**
- 10. Board Member Comment**
- 11. Adjournment**

EXECUTIVE SESSION (CLOSED MEETING)

The Parks and Recreation Board may enter into an executive session before or during this meeting, if such action is approved by a majority of the Board present, with a quorum, to discuss:

- litigation matters as authorized by § 610.021 (1) RSMO,
- real estate acquisition matters as authorized by § 610.021 (2),
- personnel matters as authorized by § 610.021 (3), or
- other matters as authorized by §
- 610.021 (4-21) as may be applicable.

Any person requiring special accommodation (i.e., qualified interpreter, large print, hearing assistance) in order to attend this meeting please notify this Office at (816) 331-0488 no later than forty-eight (48) hours prior to the scheduled commencement of the meeting.

THE RAYMORE PARKS AND RECREATION BOARD MET IN REGULAR SESSION TUESDAY, October 25, 2022, IN COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

MEMBERS PRESENT: Chairman Trautman; Members Clark, Collier, Cooper, Manson, and Mapes. Members Hoover and Scott are absent.

STAFF PRESENT: Director Musteen and Park Superintendent Rulo. Recreation and Facility Superintendent Gibbs and Office Assistant Naab are absent.

1. Call to Order: Chairman Trautman called the meeting to order at 6:01 pm.

2. Roll Call

3. Pledge of Allegiance

4. Personal Appearances

5. Consent Agenda

The items on the Consent Agenda are approved by a single action of the Park Board. If any Board Member would like to have an item removed from the Consent Agenda and considered separately, he/she may so request.

A. Park Board Minutes

August 23, 2022

Motion: Member Manson moved to approve the Park Board minutes of August 23, 2022. Member Clark seconded the motion.

Discussion:

Vote:	6 Aye	Member Clark	Aye
	0 Nay	Member Collier	Aye
	2 Absent	Member Cooper	Aye
		Member Hoover	Absent
		Member Manson	Aye
		Member Mapes	Aye
		Member Scott	Absent
		Member Trautman	Aye

6. Staff Reports

- Recreation/Facilities Superintendent Gibbs highlighted his written report.
- Parks Superintendent Rulo highlighted his written report.
- Director Musteen highlighted his written report.

7. Unfinished Business - None

8. New Business

A. Award of Contract-J & M Displays

Action Item

Staff is presenting a contract for the fireworks display for the annual Spirit of America Celebration.

Motion: Member Manson motioned to award the firework display contract to J &M Displays for June 30, 2023 with the option to renew that contract for 2, one year extensions in 2024 and 2025.
Member Clark seconded the motion

Discussion: None

Vote:	6 Aye	Member Clark	Aye
	0 Nay	Member Collier	Aye
	2 Absent	Member Cooper	Aye
		Member Hoover	Absent
		Member Manson	Aye
		Member Mapes	Aye
		Member Scott	Absent
		Member Trautman	Aye

9. Public Comments

10. Board Member Comment

11. Adjournment

Motion: Member Manson moved to adjourn the regular meeting.
Member Mapes seconded the motion.

Discussion: None

Vote:	6 Aye	Member Clark	Aye
	0 Nay	Member Collier	Aye
	2 Absent	Member Cooper	Aye
		Member Hoover	Absent
		Member Manson	Aye
		Member Mapes	Aye
		Member Scott	Absent
		Member Trautman	Aye

The regular meeting of the Raymore Park Board adjourned at 6:19 pm.

Respectfully submitted,

Greta Naab
Office Assistant

STAFF REPORT

To: Park Board
From: Jimmy Gibbs, CPRP/AFO
Recreation & Facilities Superintendent
Date: November 22, 2022
Subject: Recreation & Facilities Report

Administrative Operations

- Staff booked rentals and scheduled part time staff for Centerview, both internal and paid.
- Staff gave Centerview tours and rental quotes to interested parties.

Meetings/Trainings Attended

- Office Assistant **Greta Naab**
- Athletic Coordinator **Todd Brennon**
 - Attended Kansas City Metro Programmers Group meeting in Lawrence, KS on November 3.
 - Attended end of fall season soccer meeting with South Metro Group via Zoom on November 9.
 - Attended scheduling meeting for the upcoming basketball season. Scheduling meeting was held in Belton, MO on November 10.
 - Conducted coaches meeting for the upcoming basketball season at the Raymore Activity Center on November 10.
- Recreation Coordinator **Corinne Harkins**
 - Attended Kansas City Metro Programmers Group meeting in Lawrence, KS on November 3.
 - Met with Parks and Communications Staff to discuss plans for Mayor's Tree Lighting Event and Tree Trail
- Recreation & Facilities Superintendent **Jimmy Gibbs**
 - Conducted individual meetings with Athletic Coordinator **Todd Brennon** and Recreation Coordinator **Corinne Harkins**.
 - Met with Communications Manager **Melissa Harmer** regarding upcoming department marketing needs.
 - Worked with Park Superintendent Steve Rulo and park crews to begin building ice for The Rink at T.B. Hanna Station.
 - Attended pre-bid and bid opening meetings for playground equipment improvements at Recreation Park Playground.
 - Attended Midwest Public Risk conference in Branson, MO.
 - Attended interdepartmental discussions on the Mayor's Tree lighting and Raymore Christmas Tree Trail

Recreation Programs

- 50 plus programs running: Bunco, Bridge Club

- Holiday Craft show (35 vendors) with Bordner Home Improvement as a Sponsor.
- Winter Cabin (9 participants) painting event
- Square Dance lessons (25 participants)

Rentals/Events/Concessions

- Rentals/Usage

Ball Fields

- No activity, out of season

Centerview

- 1 Summit Homes Business Meeting
- Garden Club Meeting
- 3 HOA Meeting
- American Arabian Horse Meeting
- Cass County CPR Class
- Live Wires monthly Square Dance
- Financial Seminar hosted by Community Bank of Raymore
- Eagles Community Outreach Hosted an auction
- Edward Jones hosted a Thanksgiving dinner for its investors.
- Tri-County Art League monthly meeting
- Celebration of Life
- Post Funeral Dinner
- Summit Homes Business Meeting
- Election Polling location
- Catering Company Food Tasting

City Internal Usage

- Stakeholders Meeting regarding a landfill
- Veterans Day Celebration

Program Usage

- Square Dance Lessons
- Bunco
- Bridge

RAC

Paid Rental

- High Voltage Cheer presented their Annual Showcase
- Futsal Club Practice

Program Use

- Open Play Futsal on Fridays beginning November 18.

Special Events

- Veterans Day Celebration, November 10
- Holiday Craft Fair, November 19

Upcoming

- Mayor's Tree Lighting, December 2
- Christmas Tree Trail
- Holiday Movie Night - Elf, December 9
- Stuff n Fluff, December 17

Concessions

Concession stands are closed for the winter.

Sports (Youth)

- Winter
 - Social Kindergarten Basketball
 - Session 1 is full with 26 children.
 - Session 2 registration is open.
 - Youth Basketball
 - Practices began the week of November 14.
 - 344 children registered for basketball season.
 - Games will begin on Saturday December 3.
 - Social Basketball
 - 17 children registered for the social basketball division.
 - Deadline for registration is Friday November 18.
 - Open Play Futsal
 - 16 children registered for Open play futsal beginning Friday November 18.

Sports (Tiny)

- Winter
 - Tiny Basketball
 - 29 children are currently registered for tiny basketball.

STAFF REPORT

To: Park Board
From: Steve Rulo
Parks Superintendent
Date: November 22, 2022
Subject: Parks and Maintenance Report

Park Operations

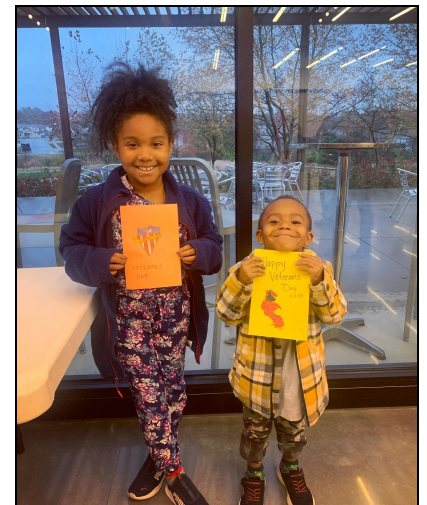
- Staff has continued to spot mow when needed.
- Staff continues to water the new trees in the parks when needed.
- Staff cut the grasses down and trimmed the shrubs at Centerview.
- Staff has removed trash cans, player benches and soccer nets from all the fields.
- Staff have taken a few dead trees down and cut up others along the Disc GOf Course, Moon Valley, and Memorial Park.
- Staff added Ballfield Fines to the fields at Recreation Park.
- Staff has set up the Ice Skating Rink at T.B.Hanna and installed all the netting, pads and mats.
- Staff will put the last few mats down after the Tree is installed.
- Maintenance I Worker Jacob Wickey went through the CPSI training.
- Staff has been blowing the playgrounds off twice a week.
- Parks Superintendent attended a Pre Bid, and Opening for the new playground at Recreation Park.
- Staff has winterized the restrooms for the winter, they will re-open in late April.
- Staff worked with 451 Fire to get all the Parks fire extinguishers inspected.
- The Missouri Department of Conservation has stocked Johnston Lake with trout.
- Staff has blown out and winterized all the irrigation systems.
- Staff planted a Memorial Tree at Memorial Park.
- Staff is prepping T.B. Hanna for the Mayor's Tree Event.

Monthly Highlights

- Athletic Coordinator Todd Brennon attended the 2022 Kansas/Missouri Executive Forum for Parks and Recreation leaders. This year's forum focused on recruitment and retention of staff.
- Recreation Superintendent Jimmy Gibbs attended the Midwest Public Risk training conference in Branson.
- Parks and Recreation Director Nathan Musteen and Communications Manager Melissa Harmer met with officials for Little Tikes Playgrounds and Unlimited Play to discuss the Hawks Nest All-Inclusive Playground.
- Progress is being made on [Hawk's Nest](#)—the new all inclusive playground at Hawk Ridge Park. Construction crews have had some delays with freezing temperatures, but are making good progress for this exciting addition to the Raymore park system.
- Centerview hosted the annual fall City of Raymore Employee luncheon and a pasta feed for the Raymore-Peculiar football team.
- Park Maintenance staff planted tulip bulbs at Memorial Park and the entrance of the baseball/softball complex. Staff also cut down two hazardous trees and secured a restroom door that was vandalized at Hawk Ridge Park near the new playground construction area.
- Recreation and park staff prepared for the final weekend outdoor sports at Recreation Park. Athletic field lines have been painted, concession stands stocked and new backstop boards have been installed on the baseball/softball fields.
- Park maintenance I worker Jacob Wickey completed a 3-day Certified Playground Safety Inspector class in Gladstone, MO. This nationally accredited inspection program is a component of the National Recreation and Park Association. As a certified inspector, Wickey will help lead the park crews in standardized safety protocols for public parks, playgrounds, surfacing and equipment.
- Athletic Coordinator Todd Brennon and Recreation Coordinator Corinne Harkins attended the regional Kansas City Metro Programmers Group meeting in Lawrence, KS.
- Social Kindergarten Basketball began the first week of November. The class filled quickly with 26 registrations.



- Winterization of many facilities are taking place throughout the park system in November. Water fountains are all turned off, seasonal restrooms and concession stands will begin shutting down the week of November 14. Year round, heated restrooms are available in Hawk Ridge Park and T.B Hanna Station. Portable restroom facilities will be located near the playgrounds at Memorial Park and Recreation Park for use during the winter months.
- Parks and Recreation Director Nathan Musteen and Superintendents Jimmy Gibbs and Steve Rulo conducted a pre-bid meeting with interested bidders for park playground improvements at Recreation Park on November 2nd.
- Parks and Recreation Director Nathan Musteen met with landscape designers to review potential planting design, material inventory and process schedules for the water retention basins below the boardwalk adjacent to Centerview.
- Centerview hosted the annual Veterans Celebration on Thursday, Nov. 10. The event included special guest speakers Mayor Pro Tem and retired Marine Reginald Townsend and retired Sgt. 1st Class Doug Dzur, who served in the United States Army. Attendees also enjoyed a musical tribute to veterans by the American Legion Band of Greater Kansas City Wind Ensemble.
- The Missouri Department of Conservation stocked trout in Johnston Lake at Hawk Ridge Park the week of November 11th. A current Missouri fishing license and trout permit are required to fish for trout in Johnston Lake. [Visit mdc.mo.gov for more information on fishing regulations and requirements.](http://visit.mdc.mo.gov) Hawk Ridge Park is located at 701 Johnston Pkwy.
- Athletic Coordinator Todd Brennon conducted a coaches meeting for upcoming basketball leagues at the Raymore Activity Center.
- Park Superintendent Steve Rulo noted a busy week for the park crews. With the unseasonably warm weather, crews worked on landscaping projects including ornamental grass beds around Centerview, planting tulip bulbs, removing hazardous trees and continuing winterization of restrooms.
- Park crews have started water sealing wooden bridges and elevated decks throughout the park system and finished adding infield materials to Recreation Park ball fields.
- Recreation Coordinator Corinne Harkins met with parks staff and communications to discuss the upcoming Mayor's Tree lighting event.
- Athletic Coordinator Todd Brennon conducted a scheduling meeting with the South Metro Basketball participating cities in Belton.



- Office Assistant Greta Naab reported a busy week of rentals at Centerview including area elections, an HOA board meeting, and two celebration of life events. Centerview is also the site where local Bunco players gather for a weekly event.
- Parks and Recreation Director Nathan Musteen and Parks Superintendent Steve Rulo met with the Raymore Mountain Bike Club to discuss future improvements and winter work days at the Ridge Trails at Hawk Ridge Park.
- The Rink at T.B. Hanna Station is under construction and set to open for the season during the [Mayor's Tree Lighting](#) event, Friday, Dec. 2. Park crews have been utilizing the unusually cold temperatures to quickly build the sheet of ice.
- Recreation Coordinator Corinne Harkins reported that 40 vendors registered for the annual [Holiday Craft Fair](#) Saturday, Nov. 19 at the [RAC](#).
- Park crews have finalized winterizing seasonal restrooms and water fountains throughout the park system. Year round heated restrooms are available at T.B. Hanna Station and in Hawk Ridge Park. Portable restrooms are available near the playgrounds in Memorial Park and at Recreation Park. A portable restroom will also be located at the west entrance of the newly constructed parking lot and walking trail at Hawk Ridge Park off Laurus Drive.
- West Hawk Ridge Park improvements are complete as crews begin wrapping up final details of the project. The new loop walking trail is open for public use and parking is available.



Now Hiring Awesome People!

Raymore Parks and Recreation is now hiring for all part-time positions including **Concessions staff, Sports Officials, Recreation Attendants and Site Supervisors and all types of instructors!** For more information or to complete an application, check us out online at:

www.raymore.com/joinparks



Facility Use for the Month

Centerview

1 Summit Homes Business Meeting

3 HOA Meeting

Cass County CPR Class

Financial Seminar hosted by Community Bank of Raymore

Eagles Community Outreach Hosted an auction

Edward Jones hosted a Thanksgiving dinner for its investors.

Garden Club Meeting

American Arabian Horse Meeting

Live Wires monthly Square Dance

Summit Homes Business Meeting

Catering Company Food Tasting

Veterans Day Celebration

Tri-County Art League monthly meeting
 Post Funeral Dinner
 Stakeholders Meeting regarding a landfill
 Bunco / Bridge

Celebration of Life
 Election Polling location
 Square Dance Lessons

Raymore Activity Center

High Voltage Cheer presented their Annual Showcase
 Open Play Futsal on Fridays beginning November 18.

Futsal Club Practice

Community Events

Christmas Tree Trail at T.B. Hanna Station - It's not too early to apply to display your tree on Raymore's Annual Christmas Tree Trail at T.B. Hanna Station! Any individual, business or organization is welcome to apply. There is no fee - all you need is a tree! Read the application completely for all the details: <https://forms.gle/hLpMN8guSchggRwQ8>



MAYOR'S COAT DRIVE



Accepting new and gently used:

- coats • jackets • gloves
- hats • scarves • mittens

Thank you for your generosity!



RAYMORE
come home to more

Mayor's Coat Drive, Dec. 2-15, 2022. Bring new or gently used coats and warm weather accessories to the Mayor's Tree Lighting on Dec. 2 at T.B. Hanna Station or drop them off in the lobbies of City Hall, Centerview or the Raymore Activity Center during normal operating hours, or the Raymore Police Department (always open). [Learn more about the Mayor's Coat Drive on our website.](#)

HOLIDAY MOVIE NIGHT



Elf

7 p.m., Friday, Dec. 9 at Centerview
 Chairs available or bring your own comfy chair or blanket.
 Free showing!



RAYMORE
parks & recreation

MAYOR'S TREE LIGHTING

& Raymore Christmas Tree Trail

6 p.m., Friday, Dec. 3 at T.B. Hanna Station

Free ice skating & refreshments
Visit Santa!



Sponsored by:

Community Bank of Raymore
& Raymore Peculiar Sunrise Optimist Club

Find out how to display your own tree on the Raymore Christmas Tree Trail at raymore.com/parks