



RAYMORE PARKS AND RECREATION BOARD

AGENDA

Tuesday, January 24, 2023

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 November 22, 2022
 - B. Park Board Minutes (Special Meeting) December 13, 2022
 - C. Park Board Minutes (Special Meeting) December 28, 2022
- 6. Staff Reports**
Recreation/Facilities Superintendent (Verbal Report)
Parks Superintendent (Verbal Report)
Parks & Recreation Director
- 7. Unfinished Business - None**
- 8. New Business - None**
- 9. Board Elections**
 - A. Call for Nominees - Board Chair
 - B. Motion and Vote for Board Chair

- C. Call for Nominees - Board Vice-Chair
- D. Motion and Vote for Board Vice-Chair

- 10. Public Comment**
- 11. Board Member Comment**
- 12. 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, NOVEMBER 22, 2022, IN COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

MEMBERS PRESENT: Chairman Trautman; Members Clark, Cooper, Manson, Manson and Scott. Members Collier and Hoover 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 6:00 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

October 25, 2022

Motion: Member Manson moved to approve the Park Board minutes of October 25, 2022. Member Cooper seconded the motion.

Discussion:

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

9. Public Comments

10. Board Member Comment

11. Adjournment

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

Discussion: None

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

The regular meeting of the Raymore Park Board adjourned at 6:11 pm.

Respectfully submitted,

Greta Naab
Office Assistant

THE RAYMORE PARKS AND RECREATION BOARD MET IN SPECIAL SESSION TUESDAY, DECEMBER 13, 2022, IN COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

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

STAFF PRESENT: Director Musteen, Park Superintendent Rulo, and Office Assistant Naab are present.

1. Call to Order: Chairman Trautman called the meeting to order at 6:00 pm.

2. Roll Call

3. Pledge of Allegiance

4. New Business

A. Athco Contract Award Action Item

Director Musteen presented a recommendation to award the Recreation Park Playground contract to Athco. Musteen highlighted the proposals submitted for the project. General questions regarding the equipment were discussed.

Motion: Member Manson moved to award the Recreation Park Playground contract to Athco.
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	Absent
		Member Scott	Aye
		Member Trautman	Aye

5. Board Member Comment

6. Adjournment

Motion: Member Manson moved to adjourn the regular meeting.
Member Cooper 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	Absent
		Member Scott	Aye
		Member Trautman	Aye

The regular meeting of the Raymore Park Board adjourned at 6:09 pm.

Respectfully submitted,

Greta Naab
Office Assistant

THE RAYMORE PARKS AND RECREATION BOARD MET IN SPECIAL SESSION TUESDAY, DECEMBER 28, 2022, IN COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

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

STAFF PRESENT: Director Musteen, Park Superintendent Rulo. Office Assistant Naab is absent.

1. Call to Order: Chairman Trautman called the meeting to order at 4:30 pm.

2. Roll Call

3. Pledge of Allegiance

4. New Business

A. 2020 Bond Projects

Action Item

Staff provided the Park Board an update on the 2020 bond projects. Recommendations regarding project budgets were presented to the Board including the postponement of the Centerview Phase II projects and utilizing the unallocated funds from the 2020 no tax increase bond issuance to complete the RAC expansion project. Materials were provided during the meeting.

Motion: Member Manson moved to use the allocated funds from 2020 tax increase bond issue and the remaining funds from Centerview Phase II as needed to complete the RAC.
Member Cooper seconded the motion.

Discussion: None

Vote:	7 Aye	Member Clark	Aye
	0 Nay	Member Collier	Aye
	1 Absent	Member Cooper	Aye
		Member Hoover	Absent
		Member Manson	Aye
		Member Mapes	Aye
		Member Scott	Aye
		Member Trautman	Aye

5. Board Member Comment

6. Adjournment

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

Discussion: None

Vote:	7 Aye	Member Clark	Aye
	0 Nay	Member Collier	Aye
	1 Absent	Member Cooper	Aye
		Member Hoover	Absent
		Member Manson	Aye

Member Mapes	Aye
Member Scott	Aye
Member Trautman	Aye

The regular meeting of the Raymore Park Board adjourned at 4:43 pm.

Respectfully submitted,

Greta Naab
Office Assistant

MONTHLY REPORT

December 2022 / January 2023

Monthly Highlights

December Highlights

- Recreational basketball games began on Saturday, December 3, 2022 at the South Middle School and RAC.
- The Skate Shop and The Rink officially opened for the season during the Mayor's Tree Lighting on Friday night, December 3, 2022 at T.B. Hanna Station.
- Contracted crews installed the new 30' Mayor's Christmas Tree including lights and ornaments for the Mayor's Tree Lighting.
- Centerview was host to several rentals including business meetings, an after-funeral meal, recreation classes and square dance lessons.
- New Adopt-A Trail signs were installed throughout the park system, trees along trails were trimmed, and annual fall maintenance of landscape beds and natural areas were completed in December.
- The Parks and Recreation Board met in a special session to approve a contract for the replacement of the 2 to 5 year old playground at Recreation Park. The project is scheduled for summer 2023.
- Parks and Recreation Director Nathan Musteen was the guest speaker for the Raymore-Peculiar Optimist Club on Tuesday. Musteen provided updates on several park projects during the club's weekly breakfast meeting.
- The Park Maintenance crews performed the annual maintenance at the RAC including repair to the walls, paint and general maintenance on the much used facility. Staff also conducted general winter tasks in preparation for the colder weather.
- Parks Superintendent Steve Rulo attended the Recreation and Parks Advisory Committee meeting at the Missouri Public Risk offices.
- Park Maintenance Worker Jacob Wickey passed his Certified Playground Safety Inspector course.
- The Parks and Recreation Board met in a special meeting this week to discuss the expansion of the Raymore Activity Center.
- Hawk Ridge Park restrooms are closed for the season due to weather related damage to the plumbing from the extreme cold in December. Maintenance crews will repair the water line breaks over the winter.
- Park Maintenance staff participated in the snow plow plan during the snow event in December.



January Highlights

- Tiny Basketball began on January 7, 2023. This instructional program for 3 and 4 year olds teaches the basic fundamentals of the game in a fun atmosphere. Two sessions are maxed out and begin tomorrow at the Raymore Activity Center (RAC).
- Recreation Coordinator Corinne Harkins began planning the Family Valentine's Dance and pursuing sponsorships for the Easter Festival.
- Park Maintenance replaced boards on the backstops at the baseball complex. Several maintenance trucks were taken in for winter maintenance including oil changes, wipers, etc.
- Parks and Recreation Director Nathan Musteen and Parks Superintendent Steve Rulo met with Unlimited Play and contractors at the Hawk's Nest All Inclusive Playground for a project progress meeting. The playground is scheduled to be open in the spring.
- Parks and Recreation Director Nathan Musteen met with Brian Welborn, Director of Belton Parks and Recreation, to discuss departmental trainings, partnerships and joint programming.
- Recreation Coordinator Corinne Harkins attended the Missouri Parks and Recreation Young Professionals Section meeting. Harkins continues preparing for the upcoming Valentines Dance and Spring Craft Show.
- Athletic Coordinator Todd Brennon attended the South Metro Sports Group meeting in Pleasant Hill.
- Staff also participated in the snow removal during this recent weather event.
- The Mayor's Christmas Tree has been taken down and stored until next year.
- Parks and Recreation Director Nathan Musteen and Parks Superintendent Steve Rulo met with IT Administrative staff to review a new on-call contact system.



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

(December)

National Active and Retired Federal Employee Meeting
Live Wires Monthly Square Dance
American Arabian Horse Meeting
Holiday Movie Night-Elf
RayPec Sunrise Optimist Christmas Dinner
Celebration of Life

Square Dance Lessons
3 HOA Meetings
Paint Class-Winter truck and Tree/Grinch
Emerald Club Luncheon
Stuff and Fluff
Bunco / Bridge

(January)

Live Wires Monthly Square Dance
American Arabian Horse Meeting
Bridge
2 Birthday Parties
Hope Haven Board Meeting/DinnePaint Clas-Winter Trees
Raymore Chamber of Commerce Luncheon

2 HOA Meeting
Bunco
2 Police Training
ERC Quarterly Luncheon
Cass County CPR Training
Mario Kart Tournament

The Rink - 6 private rentals since December 3, 2022

The Rink at T.B. Hanna Station

- Saturdays 1-7 p.m.
- Sundays 1-6 p.m.
- Closed Mondays for maintenance.
- Tues-Fri: Skate Shop is closed, but anyone with their own skates is welcome to skate.
- Last Day of Skating - February 5
- Skate rentals are \$5 per day (cash only) and are available in sizes toddler 8 to adult 14.

PRIVATE RENTALS: \$175

Updates to the operating schedule will be shared at www.raymore.com/skate



Community Events



You're Invited!
Family Valentine's Dance
Saturday, Feb. 11, 2022
6-8 p.m.
Centerview

Join in a special evening your family will remember for years to come with music, dancing, treats, games and a photo booth to capture the memories!

Children ages 4-12 and parents
\$50 for four tickets or \$15/person
Space is limited to 160 participants

Register in person at Centerview or online at www.raymore.com/parks

Spring Craft Show

Support local crafters and small businesses when you shop for unique and handmade gifts, jewelry and home goods at the Raymore Parks & Recreation annual Spring Craft Show!

Date: Saturday, March 11, 2023
Hours: 10 a.m.-2 p.m.
Location: Raymore Activity Center, 1011 S. Madison St.
Cost: Admission is free.



WANT TO BE A VENDOR: Vendor spaces fill up quickly. If you're interested in being a vendor, fill out the online application and someone from Raymore Parks & Recreation will contact you with details. Vendor spaces are 10x10 feet and are \$30 for a standard space or \$40 for a space with electricity: <https://forms.gle/Sf5SyZjeitUSNvww5>
Contact Recreation Coordinator Corinne Harkins with questions at charkins@raymore.com or 816-322-2791.