



RAYMORE PARKS AND RECREATION BOARD

AGENDA

Tuesday, January 23, 2024

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 14, 2023
 - B. Park Board Minutes (Special Meeting) December 12, 2023
- 6. Staff Reports**
Recreation/Facilities Superintendent
Parks Superintendent
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**

Items provided under "Miscellaneous" in the Park Board Packet:

- *November 14, 2023 - Work Session Notes*

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 14, 2023, IN COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

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

STAFF PRESENT: Director Musteen, Park Superintendent Rulo, Recreation and Facility Superintendent Brennon and Office Assistant Naab.

1. Call to Order: Chairman Trautman called the meeting to order at 6:22 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

September 26, 2023

Motion: Member Manson moved to approve the Park Board minutes of September 26, 2023. Member Clark seconded the motion.

Discussion:

| | | | |
|--------------|----------|-----------------|--------|
| Vote: | 6 Aye | Member Clark | Aye |
| | 0 Nay | Member Collier | Aye |
| | 1 Absent | Member Cooper | Absent |
| | | Member Manson | Aye |
| | | Member Mapes | Aye |
| | | Member Scott | Aye |
| | | Member Trautman | Aye |

6. Staff Reports

- Recreation Superintendent Brennon highlighted his written report. He mentioned the Recreational Basketball program has 365 participants, games will be starting December 2. He also talked about the Holiday Craft show on November 18 with 50 vendors participants.
- Parks Superintendent Rulo highlighted his written report.
- Director Musteen highlighted his written report. He mentioned work at the RAC.
 - Member Mapes asked why he didn't see more workers outside? Director Musteen replied that most of the ongoing work is inside the old storage/equipment room. The outer walls of the building will be delivered around November 20/21. They will begin installing the week after Thanksgiving.
 - Member Mapes also commented that he has seen the new Skatepark sign and asked if the old sculpture would be installed as well. Director Musteen replied that it will be.

7. Unfinished Business - None

8. New Business

A. Recreation Park Trail - Replacement Work Action Item

Staff is presented an award of contract to TC Fuller Construction LLC for Recreation Park trail repair work.

Motion: Member Manson motioned to award the contract for the Replacement of the Recreation Park Trail to T C Fuller, LLC In the amount of \$50,480.00. Member Mapes seconded the motion.

Discussion: None

| | | | |
|--------------|----------|-----------------|--------|
| Vote: | 6 Aye | Member Clark | Aye |
| | 0 Nay | Member Collier | Aye |
| | 1 Absent | Member Cooper | Absent |
| | | Member Manson | Aye |
| | | Member Mapes | Aye |
| | | Member Scott | Aye |
| | | Member Trautman | Aye |

9. Public Comments

10. Board Member Comments

Member Collier offered his congratulations to Chairman Trautman on his receipt of the of the 2023 West Gate Civic Leadership Award.

Member Maps congratulated Chairmen Trautman on his award. He offered his thanks to the Park Board, City Staff, and Park Staff for standing up to get the skate park done.

Member Manson offered his appreciation to the Mayor for nominating Chairman Trautman For his award, as it is well deserved.

Member Clark thanked the Park Staff for taking care of the trail system. He thanked the Mayor for nominating Chairman Trautman. He thanked the Park Staff and City Staff for All the work they do.

Chairman Trautman offered his thanks to Office Assistant Naab, for her work with the Recreational Soccer League. He noted her work and companionship with the players, Parents, coaches and referees during the recent soccer tournament. He also offered his thanks to everyone involved in his receiving of the award.

11. Adjournment

Motion: Member Manson motioned for adjournment. Member Mapes seconded the motion.

Discussion:

| | | | |
|--------------|----------|----------------|--------|
| Vote: | 6 Aye | Member Clark | Aye |
| | 0 Nay | Member Collier | Aye |
| | 1 Absent | Member Cooper | Absent |
| | | Member Manson | Aye |

| | |
|-----------------|-----|
| Member Mapes | Aye |
| Member Scott | Aye |
| Member Trautman | Aye |

The regular meeting of the Raymore Parks and Recreation Board adjourned at 6:49 pm

Respectfully submitted,

Greta Naab
Parks & Recreation Office Assistant

6. Adjournment

Motion: Member Manson motioned for adjournment.
Member Clark seconded the motion.

Discussion:

| | | | |
|--------------|----------|-----------------|--------|
| Vote: | 6 Aye | Member Clark | Aye |
| | 0 Nay | Member Collier | absent |
| | 1 Absent | Member Cooper | Aye |
| | | Member Manson | Aye |
| | | Member Mapes | Aye |
| | | Member Scott | Aye |
| | | Member Trautman | Aye |

The special meeting of the Raymore Parks and Recreation Board adjourned at 6:09 p.m.

Respectfully submitted,

Nathan Musteen
Parks & Recreation Director

STAFF REPORT

To: Park Board
From: Todd Brennon, CPRP/CYSA
Recreation & Facilities Superintendent
Date: January 23, 2024
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 **Nick Cook**
 - Attending weekly Wednesday meetings with Director of Coaching, **Steve Trautman**, about weekend basketball games and programs
 - Bi-weekly meetings on Fridays LEAD Center students from Ray-Pec to work on marketing project for youth/adult sports, program registrations
- Recreation Coordinator **Corinne Harkins**
 - Completed Following NRPA training courses: Safety Committees, Active Inclusion Adaptations and Supports, and Release your Niche.
 - Met with **Candice Mangum** to discuss annual sponsorship needs and develop race specific sponsorship plan
- Business Development Coordinator **Candice Mangum**
 - Attended a standing departmental meeting with Parks and Recreation Director **Nathan Musteen** to review the week's priorities and schedule.
 - Held meetings with Athletic Coordinator **Nick Cook** and Recreation Coordinator **Corinne Harkins** to discuss areas of responsibility and current/potential sponsorship needs..
 - Held meeting with Office Assistant **Greta Naab** for demonstration of Centerview scheduling and reporting.
 - Met with Communications Manager **Melissa Harmer** regarding upcoming marketing needs.
- Recreation & Facilities Superintendent **Todd Brennon**
 - Attended a PreBid meeting for the pickleball courts at Recreation Park and the basketball court at Hawk Ridge Park.
 - Attended a departmental meeting with staff led by Parks and Recreation Director **Nathan Musteen**.
 - Held 1 on 1 meetings with recreational staff the week of January 8.

- Met with Communications Manager **Melissa Harmer** and Business Development Coordinator **Candice Mangum** regarding upcoming Marketing needs.
- Attended Certified Public Management courses on January 16 and January 17 at the University of Kansas Overland Park Campus.

Recreation Programs

- 50 plus programs running: Bunco, Bridge Club
- Zumba and Yoga

Rentals/Events/Concessions

- Rentals/Usage

Ball Fields

- No activity, out of season

Centerview

- 1 HOA Meeting
- Live Wires monthly Square Dance
- Birthday Party
- Baby Shower

City Internal Usage

- MILO Training
- Police Training
- Car Seat Installation Training
- CERT Meeting

Program Usage

- Yoga
- Bunco
- Bridge
- Painting Class

RAC

Paid Rental

- Galaxy Volleyball Club rental for practices.

Program Use

- Open Play Futsal is in session on Fridays at the Raymore Activity Center.

Ice Rink

- The Rink is open Fridays 4p-7, and Saturday and Sunday 1p-7p.
- The Rink is available for private rentals.

Special Events

- Mayor's Tree Lighting, December 1
- Holiday Craft show on Saturday November 18.

Upcoming

- Family Valentines Dance

Concessions

Concession stands are closed for the winter.

Sports (Youth)

- Winter
 - Social Kindergarten Basketball
 - Currently in session of Social Kindergarten basketball, taking place at Eagle Glen Elementary.
 - We have a total of 25 participants in this program
 - Youth Basketball
 - Currently in-season.
 - Tournaments are scheduled for February 3 and 10
 - Raymore will host 6 basketball tournaments
 - A total of 42 basketball games
 - Social Basketball Experience
 - There are a total of 22 participants playing in this program.
 - Open Play Futsal
 - Open Play Futsal is currently in session.
 - There are 24 participants signed up in the U8 to U12 session. (Up 11 from previous reporting)
 - There are 12 participants signed up in the U13 and up session. (Up 3 from previous reporting)
- Spring
 - Registrations for all youth sports are now open and available to citizens!
 - Flag Football
 - Baseball/Softball/T-ball
 - Soccer
 - Volleyball

Sports (Tiny)

- Winter
 - Tiny Basketball
 - Currently in session taking place at Eagle Glen Elementary.
 - The first session has a total of 24 participants
 - The second session has a total of 25 participants
- Spring
 - Tiny soccer registrations are now open and available for citizens!

Sports (Adult)

- **Spring**

- Adult Men's Sunday Softball is now open and available for citizens to register
 - The spring season will begin 3/24
- An Adult Cornhole tournament is now open and available for citizens to register
 - The tournament will be held April 19.

STAFF REPORT

To: Park Board
From: Steve Rulo
Parks Superintendent
Date: January 23, 2024
Subject: Parks and Maintenance Report

Park Operations

- Superintendent attended the Shade Tree Conference in Manhattan
- Superintendent attended meetings on the RAC.
- Superintendent is working with both contractors to finish up the work on the new scoreboards.
- Staff has been checking on the Ice Rink routinely.
- Staff fixed a hole in the coils of the Ice Rink.
- Park staff received the wood chipper back from being serviced.
- Parks hired James Stewart, for the vacant Maintenance I position.
- Contractors will be taking the Mayor's Christmas Tree down when the weather allows.
- 4 Park employees have been helping Public Works snowplow during the snow events.
- Park Staff has shoveled and applied ice melt to the walks at Centerview and the RAC during snow events.
- Parks staff has cleaned up the back lot behind the shop.
- The MDC will be stocking the second round of trout as soon as the weather allows.
- Superintendent attended a meeting on the Disc Golf Course project.
- Park staff is looking at all mounds and repairing where needed.
- Superintendent attended the Pickleball and Basketball project pre-bid meeting and the Bid opening.

MONTHLY REPORT

December 2023 / January 2024

Monthly Highlights

- Opening day of youth basketball games were Saturday, Dec. 2. This year's league has over 370 athletes making a total of 42 overall teams.
- The Mayor's Tree Lighting was Friday, Dec. 1 at T.B. Hanna Station. Event. The annual event activities included pictures with Santa, hot chocolate, ice skating and lots of family fun! The Mayor's Tree Lighting is sponsored by Community Bank of Raymore and Raymore-Peculiar Sunrise Optimists Club.
- The Rink at T.B. Hanna Station officially opened for the season during the Mayor's Tree Lighting on Dec. 1. Rink hours are posted on our website at www.raymore.com/parks.
- Athletic Coordinator Nick Cook and Recreation Superintendent Todd Brennon met with students at the LEAD Center about future projects.
- Bases were pulled from all baseball/softball fields for the winter.
- Electrical work began in early December for installation of the new scoreboards. The work is nearly complete and will be ready for opening day of the baseball/softball complex this spring.
- Interviews for the Business Development Coordinator were held in December. Candice Mangum was hired for the position and began her new position on January 2nd.
- The Mayor's Coat Drive wrapped up at the end of December. People were able to drop off new and gently used coats and cold weather accessories at City Hall and Centerview during regular business hours or at the Raymore Police Department any time. A truckload of items were donated to Fishes and Loaves in Raymore.
- The Parks and Recreation Board met in a Special Meeting on Dec. 12 to review and accept a fee in lieu of parkland dedication.
- Parks and Recreation Director Nathan Musteen and Development Services Director David Gress met with members of the Historical Society onsite at the museum in December to gather photos and bits of Raymore history to include in the comprehensive master plan.
- Recreation Coordinator Corinne Harkins met with Bodies Race Company to plan for the upcoming Spring Soar 5K that will be held March 2 at Hawk Ridge Park.
- Athletic Coordinator Nick Cook ordered uniforms for the upcoming Social Basketball Experience sponsored by Scheels Sporting Goods.
- The Raymore City Council and the Parks and Recreation Board met in a joint work session as staff presented a comprehensive plan for repairs to the trail system.
- Park Maintenance crews painted interior walls at Centerview.



- As a part of the snow plow emergency crew, the Park Maintenance staff have worked to clear roads and facilities when inclement weather arrives.
- Athletic Coordinator Nick Cook and Recreation Superintendent Todd Brennon met with the Raymore-Peculiar School District to discuss gym usage through the end of the basketball season and for future programming usage.
- Parks administrative staff hosted a pre-bid meeting for the construction of pickleball courts at Recreation Park and a basketball court at Hawk Ridge Park on January 3. Bids were received on January 10.
- Parks and Recreation Director Nathan Musteen and Economic Development Director Jordan Lea met with staff of Youth Scoreboards to discuss advertising opportunities.
- Recreation Superintendent Todd Brennon and Parks and Recreation Director Nathan Musteen attended the opening session for the Certified Public Manager Course.
- Parks and Recreation Director Nathan Musteen and Parks Superintendent Steve Rulo attended the Shade Tree Arborist Conference in Manhattan, Kansas.

Facility Use for the Month

December:

Centerview

Emerald Club Meeting
 3 HOA Meeting
 Live Wires monthly Square Dance
 Baby Shower
 3 Celebration of Life
 Gender Reveal Party
 Graduation Party
 Christmas Shop
 Birthday Party
 NARFE Meeting, Police Taser Training
 Square Dance Lessons, Bunco, Bridge

RAC

Galaxy Volleyball Club Rental

The RInk

5 Facility Rentals

January:

Centerview

1 HOA Meeting
 Live Wires monthly Square Dance
 Birthday Party
 Baby Shower
 MILO Training
 Police Training
 Car Seat Installation Training
 CERT Meeting
 Yoga, Bunco, Bridge
 Painting Class

RAC

Galaxy Volleyball Club Rental

The RInk

1 Facility Rentals

Enjoy music, dancing, games, a chocolate fountain and a photo booth!



Family Valentine's Dance

Saturday, Feb. 10
6-8 p.m. at the RAC

Ages: 4-12

Cost: \$50 for 4 tickets
or \$15/person



SPRING SOAR 5K at Hawk Ridge Park

Saturday, March 2 at 8 a.m.

- \$35** Early Bird (register by 1/31)
- \$45** Standard (register by 2/23)
- \$55** Late Registration (runs through event start)

Join us for the Spring Soar 5K where you will fly through the scenic Hawk Ridge Park and surrounding community, immersed in the beauty of spring. And don't forget your little ones! Our "Hawks Nest Hustle" offers a 1-mile adventure for the budding runners, promising a day of family fitness and fun!

SHOP FROM 50 LOCAL ARTISANS, CRAFTERS AND SMALL BUSINESS OWNERS!



Saturday, March 9
10 a.m. - 2 p.m.

**FREE
ADMISSION!**

SPRING CRAFT SHOW

Raymore Activity Center
1011 S. Madison St.

Interested in being a vendor? Vendor spaces will fill quickly. Contact us to reserve your spot at CHarkins@Raymore.com. Learn more at www.raymore.com/parks or find us on Facebook @RaymoreParksAndRec





MISCELLANEOUS ITEMS

- *November 14, 2023 - Work Session Notes*



Raymore Parks and Recreation Board Work Session Notes

**Tuesday, November 14, 2023
6:00pm**

**Executive Conference Room
Raymore City Hall
100 Municipal Circle
Raymore, Missouri 64083**

Members Present: Chairman Trautman; Members Collier, Clark, Manson and Mapes. Member Cooper and Member Scott were absent.

Director Musteen and Superintendents Rulo and Brennon were present.

Call to Order - 6:01pm

1. Open Discussion

Members of the Board were given the opportunity to ask questions or discuss topics with staff. No questions or concerns were brought up.

2. Capital Improvement Project Updates

- Director Musteen informed the Board on the business meeting immediately following the work session. The cameras will continue to be live as the Arts Commission concludes their meeting and the Park Board meeting begins. The Arts Commission will let us know when they are done so we can move into Council Chambers quickly.
- Director Musteen notified the Board that packets for tonight's meeting will be printed and distributed to board members prior to the meeting.
- Director Musteen provided a quick overview of department projects.

3. Park Board Chair - Update

Chairman Trautman addressed the Board regarding a request he had for the Director and the City Manager which led to a project discussion revolving around the repair of our trail system. The Chair asked the City Manager and Director if there was a way that we could address the aging trail system collectively and fix them all and stop trying to patch projects together.

The City Manager asked for some time to think through some options.

4. Adjournment - 6:20pm