

**THE RAYMORE PARKS AND RECREATION BOARD MET IN REGULAR SESSION TUESDAY, FEBRUARY 28, 2017, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.**

**MEMBERS PRESENT:** Chairman Manson, Members: Castleman, Cipolla, Eastwood, Harris, Heath, Houdyshell and Seimears. Member Trautman was absent.

**STAFF PRESENT:** Director Musteen, Superintendent Rulo, Superintendent McLain and Office Assistant Naab. Recreation Coordinator Keith and Athletic Coordinator Hedrick were also in attendance.

**1. Call to Order** Chairman Manson called the meeting to order at 7:03 pm.

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Personal Appearance**

Wesley Horner of Troop 1274 presented his plan for his eagle project. His intent is to complete the back parking lot island project in Recreation Park. The plan includes planting native grasses in the remaining islands and some additional maintenance on all the other islands in the same parking lot. Towards the end of March he will finish his planning stage with the work happening in April. Total time to complete the project is about one day. Superintendent Rulo will provide the mulch for the islands, Wesley hopes the the plants can be donated.

**5. Acceptance of Minutes of January 24, 2017 Meeting**

**Motion:** Member Harris moved to approve the minutes.  
Member Castleman seconded.

**Discussion:** None

<b>Vote:</b>	8 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	1 Absent	Member Eastwood	Aye
	1 Abstain	Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Abstain
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Absent

**6. Committee Reports**

<i>Finance Committee</i>	(did not meet)
<i>Recreation Committee</i>	(did not meet)
<i>Grounds Committee</i>	(did not meet)

**7. Staff Reports**

**APPROVED: March 28, 2017 (7-0)**

Recreation Superintendent McLain provided a review of the staff report and highlighted the recent RecTrac migration, sports, special events including the Friday Food Fest on March 31, the Easter Festival on April 15 and the Touch A Truck later in April. He answered general questions of the Park Board.

Parks Superintendent Rulo provided a review of the staff report and additional comments on the disc golf course signs, athletic field preparation for spring sports and the shade structure project nearing completion. He answered general questions of the Park Board.

Parks & Recreation Director Musteen provided a review of the staff report and briefed the Park Board on several projects currently in construction or in the planning stages. Musteen discussed the upcoming Missouri Parks and Recreation Association annual conference March 7 - 10 in Branson.

## **8. Old Business - None**

## **9. New Business**

### A. By-Law Revision

### Discussion Item

Staff provided the Park Board an updated copy of the By-Law's reflecting an omission to the document voted and approved by the Board in November 2011. A hard copy of the revised By-Laws were handed out to each Board Member to insert in their Park Board Handbooks.

### B. Park Board Code of Ethics

### Discussion Item

Staff provided the Park Board a "Code of Ethics" document to be added to the Park Board Member Handbook. This document was implemented the Park Board in January 2012. A brief explanation was given regarding the Code of Ethics document and it's omission in recent years. Staff requested that each member read and return a signed copy to the Director at the conclusion of the meeting.

### C. Fireworks Contract

### Action Item

In January, staff requested bids from qualified vendors for the upcoming fireworks display annually held on the 4th of July. An alternate bid was requested from all vendors for pricing and dates for a display not held on July 4. The alternate bid was optional.

One bid was returned with an alternate date and pricing scale for Park Board review.

Staff was requesting two motions from the Park Board.

1) to approve the vendor of J&M Displays for contracted services of fireworks for 2017 with the option of renewal for 2018 and 2019.

2) for direction from the Board regarding the date of the event based on the two options provided by J&M Displays.

Option 1 will move to City Council for Contract Award with no date change  
Option 2 will go to City Council for work session discussion to change the date

**Motion:** Member Harris moved to accept the Fireworks Contract for the next 3 years  
Member Castleman seconded

<b>Vote:</b>	8 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	1 Absent	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Absent

**Discussion:**

Discussion was held on the possibility of moving the firework show and celebration to the Saturday before July 4. This option would include additional fireworks and music.

Member Houdyshell asked if the extra product would make the show longer. The show would stay the same length, but additional product would be included making it a fuller show with less gaps.

Staff would also be able to use a drone to video the crowd and the firework show. Drones cannot be Flown on July 4.

General discussion ensued.

**Motion:** Member Harris motioned to accept Option #2  
Member Houdyshell seconded

<b>Vote:</b>	6 Aye	Member Castleman	Aye
	2 Nay	Member Cipolla	No
	1 Absent	Member Eastwood	No
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Absent

D. Recreation Division Quarterly Report

Discussion Item

The Recreation Division Coordinators provided a detailed report on the status of the recreation programs from the 2016 Fall Program Summary Reports. Athletic Coordinator Hedrick highlighted his written report. Recreation Coordinator Keith highlighted her written report.

Both Coordinators answered general questions of the Park Board.

**10. Public Comment**

**11. Board Member Comment**

- Member Seimears thanked the staff for their continued hard work.
- Member Cipolla appreciates all the work to make the outdoors more livable for the community, sporting and non-sports related.
- Member Manson thanked the Coordinators for attending the meeting.

**12. Adjournment**

**Motion:** Member Harris moved to adjourn the regular meeting.  
Member Castleman seconded.

**Discussion:** None

<b>Vote:</b>	8 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	1 Absent	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Absent

The regular meeting of the Raymore Park Board adjourned at 8:33 pm.

Respectfully submitted,  
Greta Naab  
Office Assistant