



Raymore Park Board Agenda

**Tuesday, August 22, 2017
7:00PM - City Hall
100 Municipal Circle
Raymore, Missouri 64083**

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Personal Appearances

- A. Dan Barnes - Festival in the Park Committee President will give the board a brief update on the upcoming event at Memorial Park, September 21 - 23.

5. Acceptance of Minutes

July 25, 2017

6. Committee Reports

Budget Committee	(did not meet)
Recreation Committee	(did not meet)
Grounds Committee	(did not meet)

7. Staff Reports

Recreation Superintendent
Parks Superintendent
Parks & Recreation Director

8. Old Business

A. Centerview Update

Report Item

Director Musteen will provide a brief overview of Centerview operations.

9. New Business

A. Memorial Park Fields 3 and 4

Action Item

The Raymore-Peculiar School District owns the southeast corner of Memorial Park where current tee-ball fields #3 and #4 are located. Staff will present an opportunity to transfer ownership of this section of property.



10. Public Comment

11. Board Member Comment

12. Adjournment

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

- *Work Session Notes - August 8, 2017*

EXECUTIVE SESSION (CLOSED MEETING)

The Parks and Recreation Board **IS SCHEDULED TO ENTER** into an executive session **BEFORE** this meeting, if such action is approved by a majority of 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, JULY 25 , 2017, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

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

STAFF PRESENT: Director Musteen, Superintendent Rulo, Superintendent McLain and Office Assistant Naab.

1. Call to Order: Chairman Manson called the meeting to order at 7:01 pm.

2. Roll Call

3. Pledge of Allegiance

4. Personal Appearance

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 June 27, 2017
- B. Park Board Minutes (Special Meeting) July 11, 2017

Motion: Member Harris moved to accept the Consent Agenda items A and B. Member Castleman seconded.

Discussion: Member Eastwood asked for the clarification of the slate vote for Chair and Vice-Chair, would it need to be retaken considering the Member Harris declined the Vice-Chair?
Director Musteen replied that the vote for Chairman still stands while the Vote for the Vice-Chair will need to be nominated and voted as the position was resigned after the motion was approved.

Vote:	7 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	2 Absent	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Absent
		Member Houdyshell	Absent
		Member Manson	Aye
		Member Seimears	Aye
	Member Trautman	Aye	

6. Committee Reports

Budget Committee	(did not meet)
Recreation Committee	(did not meet)

Grounds Committee

(did not meet)

7. Staff Reports

Recreation Superintendent John McLain highlighted his written report which included staff preparing the new Program Guide. Communication Specialist McGhee has been meeting with the rec staff bi-weekly to see how the department runs. Superintendent McLain attended the KCML Soccer meeting for bracketing of the competitive soccer teams. Upcoming events include Movie Night July 27 featuring the Batman Lego Movie and the mud run. All sports are currently open for registration and we are awaiting the arrival of our new Athletic Coordinator. Did the Spirit of America event on July 1 show an increase in attendance? 2500 people is the estimate. Member Harris asked about closing the parking lots? Yes, we filled up all of our parking areas and we had to turn people away. This was 1 hour ahead of the fireworks show.

Parks Superintendent Steve Rulo submitted a written report. He discussed a project done by Elizabeth Dubois for creating tree identifying plaques and markers in Recreation Park for her Girl Scout project. Philip Nelson finished his Eagle Scout project at T.B. Hanna Station. Staff is preparing and excited for the mud run with the creation of 2 new obstacles.

Parks & Recreation Director Musteen submitted a written report and highlighted the July event as well. He thanked the board members for attending the groundbreaking for the RAC building. There are three outstanding RFQ proposals for T. B. Hanna Station and two for the trail lighting study. Staff will be interviewing the consultants that submitted bids. A job offer was made for the new Athletic Coordinator, who will be starting August 1. A meeting to make the final cuts and decisions to move forward with putting the bids out for Hawk Ridge Park.

8. Old Business

A. Capital Improvement Projects - Plan Update Report Item

In May, the FY17 Capital Improvement plan was reviewed and approved by the Park Board for presentation to the City Manager. Staff is updating the Park Board on the plan since the presentation.

Member Harris asked, "Can we look at extending the trail area at Recreation Park to the area where the white fence meets the edge of the park and the lot?" Director Musteen said they will explore that option and see if it can be added into the the budget.

B. Memorial Park Improvements Report Item

Staff is presented an updated scope of work regarding the identified improvement projects at Memorial Park scheduled for this fiscal year.

9. New Business

A. Efficiency Improvement Implementation Report Item

Director Musteen provided the Board a report of how internal reservations are conducted at Centerview to ensure all City and governmental needs are met and communicated to Parks and Recreation Staff.

Member Harris asked if this is a request? Yes, we get a notification via email and enter them into the reservation system and send them an email receipt so they know the booking has been done. Member Harris asked what happens when there is a double request with internal and public usage? We would more than likely ask the internal request to reschedule to a different time of date. Chairman Manson asked if we have a 501c3 policy in place for those organizations? Yes we do.

10. Board Elections

- A. Call for Nominees for Board Vice-Chair. Member Castleman nominated Member Trautman. Member Harris nominated Member Castleman, who declined the nomination Due to upcoming surgeries. Member Cipolla nominated Member Eastwood, who also declined.

Motion: Chairman Manson called for a vote to accept the nomination of Member Trautman to the position of Vice-Chair.

Vote:	6 Aye	Member Castleman	Aye
	1 Abstain	Member Cipolla	Aye
	2 Absent	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Absent
		Member Houdyshell	Absent
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Abstain

11. Public Comment

12. Board Member Comment

- Member Trautman commented on the hundreds of people at the Farmer’s Market this evening considering the heat. The Market is always organized. Parks are great considering the summer heat. Compliments to Superintendent McLain for all the rentals at Centerview.
- Member Eastwood continued the praise of Centerview.
- Member Harris gave congratulations to Member Trautman, wished good luck to Members Castleman and Seimears for upcoming surgeries and congratulated the department on moving the firework show.
- Chairman Manson thanked the staff for the Spirit of America event on July 1 and wished Mr. Castleman and Mrs. Seimears well on their upcoming surgeries..

13. Adjournment

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

Discussion: None

Vote:	7 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	2 Absent	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Absent
		Member Houdyshell	Absent
		Member Manson	Aye
		Member Seimears	Aye
	Member Trautman	Aye	

The regular meeting of the Raymore Park Board adjourned at 7:50 pm.

Respectfully submitted,
Greta Naab
Office Assistant



STAFF REPORT

To: Park Board
From: John McLain, CPRP/AFO
Recreation Superintendent
Date: August 2017
Subject: Recreation Report

Administrative Operations

- Staff continued working with Rec Trac support staff to update software system with Centerview facility rental options and Web Trac program registration layout.
- Staff started updates to website and Rec Trac for programs, events, and activities listed in the Fall Program Guide set to be released September 1.
- Staff finalized the Fall Program Guide.
- Superintendent McLain started training and working with Facility Attendants scheduled to work at Centerview for afterhour rentals.
- Staff continued implementation of policy and procedures for Centerview.
- Staff completed set up and break downs of facility bookings at Centerview.
- Staff collected, cleaned, and inventoried sports equipment turned in from spring sports and worked on preparing bags for Fall Sports.
- Staff gave Centerview tours and rental quotes to interested parties.

Meetings/Trainings Attended

- Athletic Coordinator
 - N/A
- Recreation Coordinator Keith
 - August 14 - Mud Run follow up Meeting
 - August 17 - Event and Program Meeting with Superintendent McLain
- Recreation Superintendent McLain
 - August 1 - MARC Solid Waste Grant Meeting
 - August 1 - South Metro Sports Group Rules and Scheduling Fall Sports Meeting
 - August 16 - Interviews for open positions
 - August 17 - Event and Program Meeting with Coordinator Keith
 - August 20 - Flag Football Coaches Meeting
 - August 21 & 22 - Interviews for T.B. Hanna Park Improvements Design and Build Applicants
 - August 22 - Park Board Meeting
 - August 23 - Soccer Coaches Meeting
 - August 24 - Marketing Meeting with Communications Specialist
 - August 28 - Baseball and Softball Coaches Meeting
 - August 31 - Volleyball Coaches Meeting



Programs

- Summer Camp ended August 18.
- Coordinator Keith and Farmers Market Manager Dave Cappleman worked on correspondence with Farmers Market vendors & entertainment.
- Superintendent McLain and Office Assistant Naab started finding coaches, placing players on team's, running background checks, collecting sponsors, creating practice grids, and working on games schedules for fall sports leagues.
- Superintendent McLain scheduled Summer Adult Softball League season end Tournament held on August 20.

Rentals/Events/Concessions

- Rentals
 - Centerview
 - August 1 - Brookside HOA
 - August 1 - South Metro Sports Group
 - August 1 - Belton School District Special Educators
 - August 9 - Raymore Elementary PTA
 - August 12 - 89th Sustainment Brigade
 - August 15 - Brookside HOA Committee
 - August 16 - Tri-City Council Meeting
 - August 16 - Raymore Sunset Garden Club
 - August 17 - Brookside HOA Committee
 - August 17 - City Police Department
 - August 19 - Birthday Party
 - August 21 - City Parks and Recreation
 - August 22 - City Parks and Recreation
- Events
 - Held during the Month
 - August 11 - Mini Mud Run
 - August 25 - Movie Night
 - August 1, 8, 15, 22, 29 - Farmers Market
 - Upcoming
 - September 12, 19, 26 - Farmers Market
 - September 16 - Swap 'N' Shop
 - October 6 - Truck-toberfest
- Concessions
 - N/A

Sports (Adult)

- Men's Softball
 - Summer Season ended August 20.
 - Fall registration is open and will be starting September 10.

Sports (Youth)

- Fall Sports
 - Tiny Sports
 - Fall Soccer registration is open and is scheduled to begin September 7.



-
- Raymore United
 - 4 teams registered to play in the KCML Soccer League, one of the teams registered to play at Heartland.
 - Coaches gathered rosters, paid fees, completed background checks, and concussion protocol training through MYSA.
 - Staff continued to work on carding players and setting up coaches in the MYSA (Missouri Youth Soccer Association's) software system GotSoccer, and inventoried uniforms.
 - Challenger Trainer started working with teams the week of August 1.
 - Games are scheduled and play will start August 26.
 - Fall Youth Recreational Leagues
 - Soccer
 - Registration was extended and closed on August 11.
 - Coaches meeting and equipment check out held on August 23.
 - At time of report 198 registered participants.
 - Flag Football
 - Registration was extended and closed on August 11.
 - Coaches meeting and equipment check out held on August 20.
 - At time of report 77 registered participants.
 - Baseball and Softball
 - Registration was extended and closed August 18.
 - Coaches meeting and equipment check out held on August 28.
 - At time of report 277 registered participants.
 - Volleyball
 - Registration was extended and closed August 26.
 - Coaches meeting and equipment check out held on August 31.
 - At time of report 84 registered participants.



STAFF REPORT

To: Park Board
From: Steve Rulo, Parks Superintendent
Date: August 22, 2017
Subject: Park Operations Report

Parks Operations

- Park Staff continues the routine mowing.
- Park Staff continues to maintain flower beds throughout town.
- Staff has prepared the soccer fields for games that start August the 26th.
- Staff mulched one of the playgrounds at Recreation Park and are waiting on another truck load to finish the other playgrounds.
- Park Staff helped work the Mud Run.
- Park Staff is working on temporary "T" boxes and potential hole closures during the construction of the RAC.
- Park staff has received quotes to re-paint the Lions Shelter at Memorial Park, this will be completed early fall.
- Park Staff has received quotes for the replacement of the exhaust fan at the Memorial Park Concession Stand. This project should be complete early fall.
- Mobilization and the install of silt fence has started on the RAC project.
- All Park seasonals have gone back to school, we are currently looking for at least 1 seasonal to finish up the year.

Parks and Recreation Monthly Report



August 2017

Through the Month - Highlights



- Parks Maintenance Staff prepared practice fields for Raymore United Soccer Club teams at Recreation Park.
- South Metro Sports Group held the annual fall sports rules meeting at Centerview to discuss upcoming leagues and any rules changes
- The 2nd Annual Mini Mud Run was Friday, Aug. 11 at Hawk Ridge Park. More than 250 children ages 4-12 participated in the this year's event. New climbing wall obstacles were built for this year's event.
- Summer Camp participants took a field trip to Sky Zone Trampoline Park in Lee's Summit and multiple trips to the Harrisonville pool this month. The last week for the Raymore Parks & Recreation Summer Camp was August 14 - 18. The week ended with a field day at Memorial Park that included games and lunch at the Lion's Shelter.
- Administration staff worked on the Memorial Park improvement projects scheduled for this fall. The scope of work was finalized and posted for proposals the week of August 21st.
- Park staff performed routine maintenance on several natural/native areas in the park system, added mulch to the Recreation Park Playground and tilled the sand volleyball court.
- Park Staff repaired areas including underneath the bridge at Recreation Park from the August storms and flooding.
- The Park Board held a work session on Tuesday, August 8. Some topics of discussion included a presentation of the City's new branding efforts, meeting calendar and dates for the 2017/2018 calendar years and project updates from Parks and Recreation Director Nathan Musteen



Parks and Recreation Monthly Report



- Parks & Recreation Director Nathan Musteen attended the Active Transportation Programming Committee meeting at the Mid America Regional Council office in Kansas City, Missouri on August 9th.
- Recreation staff worked on the upcoming events including the fall Trucktoberfest on Oct. 6 at T.B. Hanna Station. The *Rock Bottom Band* will be performing a mix of classic rock and country music.
- Centerview hosted several events throughout the month. On Saturday, Aug. 11, the Army's 89th Sustainment Brigade held their *Dining Out* event in which over 200 military personnel attended the formal banquet.
- Recreation staff will be meeting coaches for several fall sports leagues beginning this week and continuing through next week in preparation for the upcoming youth sports season.
- Recreation Staff completed the fall program guide information
- Director Musteen set up interviews for design consultants for the upcoming T.B. Hanna Station improvement projects.



Day-to-Day

- The Management Team is reviewing the Municipal Code. This is a weekly work session immediately following our weekly meeting.
- Park and Recreation administrative staff are currently reviewing portions of the Municipal Code directly related to parks, recreation and green space.
- Parks and Recreation administrative staff have been finalizing the upcoming FY18 Budget for presentation to the City Council on August 21.
- The CIP Committee meets weekly to review and prepare project documents for upcoming CIP projects. The review includes drafting the scope of work and RFP's, meeting with consultants and preparing reports.
- Parks and Recreation Administrative staff have been conducting tours of Centerview and hosting organizational meetings during business hours.

Parks and Recreation Monthly Report



Community Connections

Farmer's Market

The Original Town Farmers Market - Tuesdays from 4pm - 7pm @ T.B. Hanna Station
JUNE 6, 2017 - SEPTEMBER 26



The farmers market offers area growers and artisans selling locally produced foods, crafts and plants between 4 and 7 p.m. every Tuesday June to September. Available selection will vary by growing season and by vendor, but confirmed vendors will have their wares advertised through the City of Raymore's Parks and Recreation Facebook page prior to that week's market. Over the course of the season, market visitors will be treated to a diverse selection of entertainment, ranging from musical acts to free fitness classes to instructional gardening workshops.



Raymore Legacy

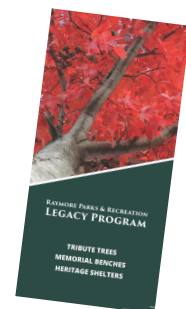


The Raymore Legacy Program gives residents the opportunity to leave a lasting legacy through a donation toward honor bricks, tribute trees, memorial benches or heritage shelters. The program is designed to enhance and beautify the City of Raymore's public parks, green spaces, linear parks and public grounds. It also provides Raymore residents a way to connect with the park system on a personal level.

Through this program, groups or individuals can commemorate special events, dedicate memorials to loved ones, honor our servicemen and women or simply leave a legacy in Raymore.

Donations and orders may now be placed for the 2017 Raymore Legacy Program.

Brochures are available at City Hall and more information is located at www.raymore.com/parks



Parks and Recreation Monthly Report



Community Events

Visit our Website for more information: www.raymore.com/parks



RAYMORE PRESENTS
MOVIES IN THE PARK
SUMMER SERIES

**FRIDAY,
AUG 25**



FROM THE CREATORS OF **DESPICABLE ME**

ILLUMINATION PRESENTS
SING

MATTHEW MCCONAUGHEY • REESE WITHERSPOON
SETH MACFARLANE • TORI KELLY
JOHN C. REILLY • TARDON EGERTON
SCARLETT JOHANSSON

AUDITIONS BEGIN 2016

**FREE EVENT!
MOVIE STARTS
AT DUSK**

**T.B. HANNA
STATION**

Respectfully Submitted,

Nathan Musteen
Parks and Recreation Director



Raymore Park Board Agenda Item Information Form

Date: August 22 , 2017
Submitted By: Nathan Musteen
Division: Parks and Recreation
Agenda Item: 8A - Centerview Update

<input type="checkbox"/>	<i>Discussion Item</i>	<input type="checkbox"/>	<i>Action Item</i>
<input type="checkbox"/>	<i>Council Recommendation</i>	<input checked="" type="checkbox"/>	<i>Presentation</i>

Title / Issue / Request:

Centerview Update

Report:

Centerview officially opened its doors for Parks and Recreation Operations on June 12. The ribbon cutting ceremony was held on June 16 and public use of the facility began the following week.

In the nine weeks since this new event/meeting space has been available, staff has been tracking the usage along with monitoring the policies and procedures that were put in place. The attached information is a brief summary of the how the facility has been utilized, proving its value and necessity for the community.

Rentals / Reservation Information

June 16 - August 11

- 28 external bookings - paid reservations
- 35 internal bookings - City use
- 17 pending quotes -

100 Municipal Circle (Mail)
1021 South Madison St. (Office)



www.Raymore.com/Parks
816-322-2791 | fax 816-331-9426



A feature article on Centerview will be published in the upcoming Missouri Parks and Recreation magazine.



Raymore Park Board Agenda Item Information Form

Date: August 22 , 2017
Submitted By: Nathan Musteen
Division: Parks and Recreation
Agenda Item: 9A - Memorial Park

<input checked="" type="checkbox"/>	Discussion Item	<input checked="" type="checkbox"/>	Action Item
<input type="checkbox"/>	Council Recommendation	<input type="checkbox"/>	Presentation

Title / Issue / Request:

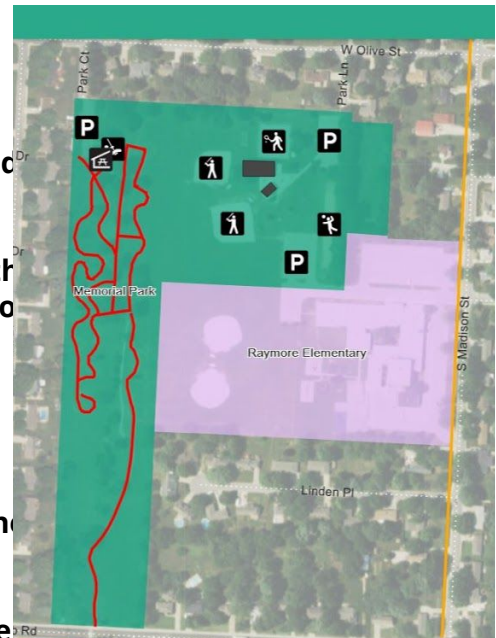
Memorial Park Fields 3 and 4

Background / Justification:

Located adjacent to Memorial Park and owned by the Raymore-Peculiar School District are two small tee-ball fields. It has been a long standing agreement between the Parks Department and the School District for shared use of the fields. The parks department has mowed and maintained the grass area around the fields and the general maintenance of the fields in exchange for use during the baseball/softball season.

During the capital improvement process in FY16 and FY17, staff identified the need to rehabilitate fields #3 and #4 at Memorial Park. Unfortunately, the property is not under the ownership of the City and not available for improvements.

City officials have approached the School District to transfer ownership of the small tee-ball fields to the City. This transfer





of ownership would allow for City monies to make improvements and own the property currently being maintained by the Parks and Recreation Department.

As a first step of this process, the City has been asked to submit a letter of request to the Raymore-Peculiar School District for ownership of the property. Once an official letter has been submitted, negotiations can commence.

The property in question is indicated in the map. It is approximately 4 acres that would officially increase the total park property to 25 acres.

Financial Impact:

Amount for purchase of the property is unknown at this time until further negotiations are discussed.

Maintenance of the property would see little budgetary impact as we currently maintain the property.

Capital Improvement dollars will be eligible for park improvements with the transfer of ownership.

Project Timeline:

Step 1 - Letter of Request from the City

Step 2 - Negotiations between the School District and City

Further steps will be defined based upon negotiations.

Staff Recommendation:

Staff requests authorization for the City Manager to submit a letter of request to assume ownership of approximately 4 acres of school district property adjacent to Memorial Park.

Attachments:

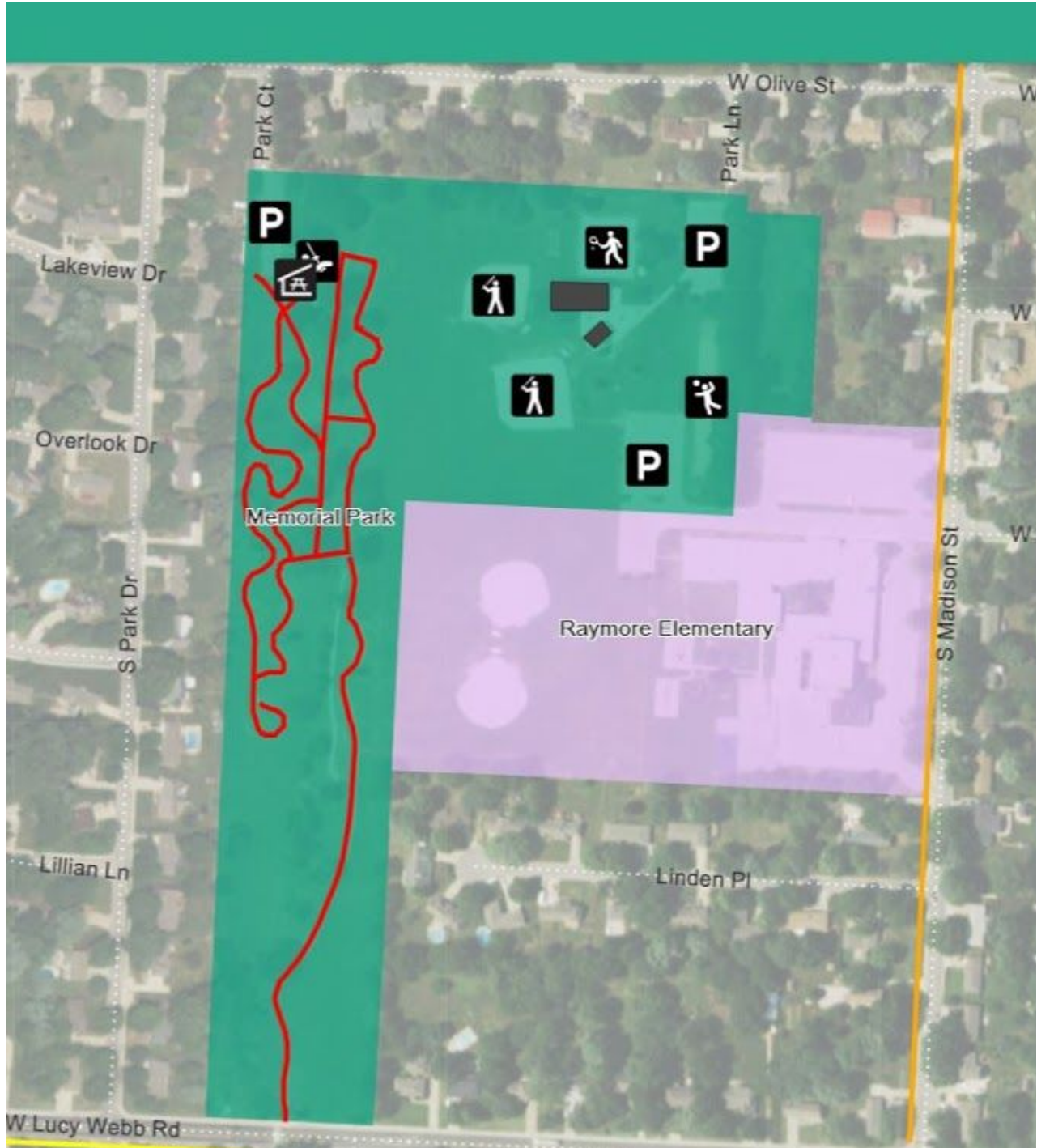
Maps



100 Municipal Circle (Mail)
1021 South Madison St. (Office)



www.Raymore.com/Parks
816-322-2791 | fax 816-331-9426



100 Municipal Circle (Mail)
1021 South Madison St. (Office)



www.Raymore.com/Parks
816-322-2791 | fax 816-331-9426



MISCELLANEOUS ITEMS



- August 8, 2017 - Parks and Recreation Board Work Session Notes



Raymore Parks and Recreation Board Work Session Agenda

Tuesday, August 8, 2017

**6:00PM - City Hall
100 Municipal Circle
Raymore, Missouri 64083**

Chairman Manson called the meeting to order at 6:02pm.

Members of the Park Board present were Chairman Manson, Members Castleman, Cipolla, Houdyshell, Trautman and Seimears. Members Eastwood, Harris and Heath were absent.

City Staff present: Parks and Recreation Director Musteen, Parks Superintendent Rulo and Communications Director Mike Ekey.

1. City Branding

- a. Communications Director Mike Ekey presented the Park Board with highlights from the new city branding Initiative.
 - i. A brief history of the current City Logo
 - ii. Samples of the new logo and department logos
 - iii. September 1st will be the official launching of the new brand.
- b. Chairman Manson asked if the logo was trademarked. Yes
- c. Discussion of the change-over process ensued.

2. City Attorney Services

- a. Park Board Chair Bill Manson addressed the future utilization of the City Attorney on a more frequent basis to guide legal matters regarding contracts and project bidding as well as annual training for board members.
 - i. This would require monitoring the budget next year and budgeting appropriately in future years.
 - ii. This would also include annual training.

3. 2017-2018 Parks and Recreation Board Meeting Calendar

- a. Director Musteen provided a tentative schedule of the next twelve months for meetings and work sessions.
 - i. An updated calendar will be provided in a future meeting once all dates and sub-committees have been finalized.



4. Park Board Sub-Committee

- a. **Park Board Chair Bill Manson, will address sub-committee appointments for the upcoming year.**
 - i. **The Vice-Chair of the Park Board will serve as the sub-committee chairman for the Recreation and Parks subcommittees.**
 - ii. **The Budget committee will no longer have a chair appointed from the board, instead, the Department Director will serve in that capacity moving forward.**
 - iii. **Discussion ensued on the role of the sub-committees.**
 - 1. **The Budget will move forward as a Park Board Work Session and not as sub-committee.**

5. Department Updates

- a. **Director Musteen provided the Park Board a brief update regarding ongoing projects and administrative items.**

6. Other

- a. **Chairman Manson discussed the opportunities for Board Members to engage in trainings provided by the MML (Missouri Municipal League).**
 - i. **Direct Musteen will research opportunities and provide options at a future work session.**
- b. **Director Musteen asked Board Members if any were interested in volunteering for the upcoming Mini Mud Run.**

7. Adjournment - The Meeting was adjourned at 7:20pm.