

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.

|              |                 |                          |               |
|--------------|-----------------|--------------------------|---------------|
| <b>Vote:</b> | <b>7 Aye</b>    | <b>Member Castleman</b>  | <b>Aye</b>    |
|              | <b>0 Nay</b>    | <b>Member Cipolla</b>    | <b>Aye</b>    |
|              | <b>2 Absent</b> | <b>Member Eastwood</b>   | <b>Aye</b>    |
|              |                 | <b>Member Harris</b>     | <b>Aye</b>    |
|              |                 | <b>Member Heath</b>      | <b>Absent</b> |
|              |                 | <b>Member Houdyshell</b> | <b>Absent</b> |
|              |                 | <b>Member Manson</b>     | <b>Aye</b>    |
|              |                 | <b>Member Seimears</b>   | <b>Aye</b>    |
|              |                 | <b>Member Trautman</b>   | <b>Aye</b>    |

6. Committee Reports  
Budget Committee

(did not meet)

APPROVED: August 22, 2017 (7-0)

Recreation Committee  
Grounds Committee

(did not meet)  
(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

APPROVED: August 22, 2017 (7-0)

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.

|              |                  |                          |                |
|--------------|------------------|--------------------------|----------------|
| <b>Vote:</b> | <b>6 Aye</b>     | <b>Member Castleman</b>  | <b>Aye</b>     |
|              | <b>1 Abstain</b> | <b>Member Cipolla</b>    | <b>Aye</b>     |
|              | <b>2 Absent</b>  | <b>Member Eastwood</b>   | <b>Aye</b>     |
|              |                  | <b>Member Harris</b>     | <b>Aye</b>     |
|              |                  | <b>Member Heath</b>      | <b>Absent</b>  |
|              |                  | <b>Member Houdyshell</b> | <b>Absent</b>  |
|              |                  | <b>Member Manson</b>     | <b>Aye</b>     |
|              |                  | <b>Member Seimears</b>   | <b>Aye</b>     |
|              |                  | <b>Member Trautman</b>   | <b>Abstain</b> |

**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..

**APPROVED: August 22, 2017 (7-0)**

**13. Adjournment**

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

**Discussion:** None

|              |                 |                          |               |
|--------------|-----------------|--------------------------|---------------|
| <b>Vote:</b> | <b>7 Aye</b>    | <b>Member Castleman</b>  | <b>Aye</b>    |
|              | <b>0 Nay</b>    | <b>Member Cipolla</b>    | <b>Aye</b>    |
|              | <b>2 Absent</b> | <b>Member Eastwood</b>   | <b>Aye</b>    |
|              |                 | <b>Member Harris</b>     | <b>Aye</b>    |
|              |                 | <b>Member Heath</b>      | <b>Absent</b> |
|              |                 | <b>Member Houdyshell</b> | <b>Absent</b> |
|              |                 | <b>Member Manson</b>     | <b>Aye</b>    |
|              |                 | <b>Member Seimears</b>   | <b>Aye</b>    |
|              |                 | <b>Member Trautman</b>   | <b>Aye</b>    |

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

Respectfully submitted,  
Greta Naab  
Office Assistant