

**THE RAYMORE PARKS AND RECREATION BOARD MET IN REGULAR SESSION TUESDAY, OCTOBER 24 , 2017, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.**

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

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

**1. Call to Order:** Chairman Manson called the meeting to order at 7:00 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 August 22, 2017
- B. Park Board Minutes October 10, 2017

**Motion:** Member Harris moved to accept the Consent Agenda of August 22, 2017 and October 10, 2017.  
Member Castleman seconded.

**Discussion:**

<b>Vote:</b>	9 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	August 22 Minutes	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Aye

<b>Vote:</b>	8 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	1 Abstain	Member Eastwood	Aye
	October 10 minutes	Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Abstain
		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 submitted a written report. He highlighted several items during the month of October. Administrative operations include Office Assistant Naab ongoing training in Rec Trac protocol with the new hires. Setting up and breakdown of tables and chairs for various events. New programs and events are being planned, as well as the usual programs for the guide set to be mailed in January.

Midwest Sports Production is a new company hosting softball tournaments and boys baseball tournaments in Raymore.

The Veterans Day event will be held on November 9 at T. B. Hanna. December 1 is the Mayor's Tree Lighting, also at T. B. Hanna Park.

Member Castleman asked if the wood bat tournaments are taking hold? Superintendent McLain is not sure, but the one tournament held in Raymore was a success.

Parks Superintendent Steve Rulo submitted a written report. He highlighted in September the loss of a full time employee to another opportunity. He was replaced by Gus Boos.

Park staff has 100 trees from Forest Relief program in 3 gallon pots. They will be planted around the RAC and at the Arboretum.

January 6, 2018 is Christmas tree recycling at Park House. It is held by Boy Scout Troop 1124.

Member Harris asked what will happen with the trees for the RAC that will not be planted until the building is done? Superintendent Rulo stated the trees will be left in buckets and mulched over the winter.

Member Seimears asked what kind of trees do we have? Superintendent Rulo stated there are 25 different trees that are native to Missouri.

Parks & Recreation Director Musteen submitted a written report. He shared the MPRA magazine featuring Centerview written up by Melissa McGhee in the Communications Department. It will go to the majority of other Park and Recreation Departments in Missouri.

On November 3, KCPRDA will have a meeting at Centerview. All Board Members are invited to the KCPRDA banquet, please attend.

Bill #3308 (Memorial Park improvements) passed through the City Council for 1st read. Second reading will be November 13. Hope to complete the improvements by mid December. ADA baseball apron should start any day as well as north parking spaces North of T. B. Hanna on Maple Street. Budget passed as well and will take effect November 1 which includes the CIP. \$600,000 reserved balance for any GO bond projects, for usage on construction projects. Council took on an unfunded project giving \$20,000 for renovations at the maintenance shop.

Superintendent Rulo and Director Musteen toured some all inclusive playgrounds in and around the St. Louis area. This company will visit our area this week. Unlimitedplay.com.

Member Cipolla asked if the July grant opportunity for playgrounds still available? Director Musteen replied he was not sure, we may apply for others in the future.

Member Seimears asked if any of their employees have disabled children? Director Musteen replied that it is a two person business and both do. They have dedicated their time to making appropriate playgrounds for all people.

## **8. New Business**

A. Funding Parks and Recreation Projects Discussion Item

A discussion involving ways City Staff can supplement and offset rising construction costs for capital improvement and G.O. bond projects.

Director Musteen gave examples of various grants that could be used to help supplement the costs for the projects.

Member Castleman asked if the rail car is still ongoing? That project has been put on hold. The money is in reserve for use in other projects. Trail lighting money is available but put on hold until all trails have been finished as well.

Member Harris asked if the contingency fund can be used as matching funds for grants? Yes, but the money will be applied to the grant application.

B. Budget Preparation Policy Review Action Item

A review of the Budget Preparation Policy to consider necessary changes to bring the policy up to date with current operating procedures. Superintendent McLain updated the policy which was reviewed with the finance manager. Biggest change will be Article 4 Development Stages.

City Manager and the Park Director can make changes to balance the budget up to \$50,000.

Member Cipolla asked is this a blank check for the City to move money to other line items? Can the Park Board make it to specify what line item the money may be moved to?

Director Musteen replied that the Board can, but the City Manager has that discretion to do so. There is really not enough time to make that adjustment in the time allotted for budgets.

Member Eastwood stated of the 1.7 million budget, the \$50,000 is 3% of the operating budget.

Member Harris requested that paragraph 2 (MOU) /Section 4 Item 2 references subcommittee budget. Can it be changed to budget committee review.

**Motion:** Member Harris moved to accept the action item to consider necessary changes to bring the policy up to date.  
Member Castleman seconded

**Discussion:**

<b>Vote:</b>	9 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
		Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Aye

C. Introduction of New Staff

Director Musteen turned over introduction of park staff to Superintendent Rulo. Gus Boos made a brief appearance before the Board and is looking forward to being part of the Department.

Director Musteen turned over introduction of recreation staff to Superintendent McLain.

Todd Brennon made a brief appearance before the Board.

Katie Patrick also made a brief appearance before the Board.

**11. Public Comment**

**12. Board Member Comment**

Member Cipolla is excited to have Coordinator Patrick on board and is looking forward to new ideas.

Member Trautman is glad to have Coordinator Brennon and Maintenance Worker Boos on board as well and he is glad to be part of a department that gives us a big city feel with the events and new construction projects.

Member Seimears is glad to have younger staff members in the department. The new sculpture on Dean Avenue is awesome. Thanks to Greta for training the new hires.

Member Houdyshell says the art piece is awesome. Welcome to the new staff. The Food Truck event was fun!

Member Heath gave a welcome to the new staff.

Member Eastwood welcomed the new staff to the department.

Chairman Manson thanked the department staff for their continued hard work. Gave a welcome to the new hires.

**13. Adjournment**

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

**Discussion:** None

<b>Vote:</b>	9 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
		Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye
	Member Trautman	Aye	

The regular meeting of the Raymore Park Board adjourned at 8:00 pm.

Respectfully submitted,  
Greta Naab  
Office Assistant