



## **AGENDA**

Raymore Park Board Regular Meeting  
City Hall – 100 Municipal Circle  
Tuesday, October 28, 2025  
6:00 PM

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Personal Appearances**
- 5. Consent Agenda**
  - A. Approval of Minutes from the July 22, 2025 Meeting
- 6. Staff Report**
  - A. Recreation Report
  - B. Parks Report
  - C. Director's Report
- 7. Unfinished Business**
- 8. New Business**
  - A. Park Beautification Program: Wheelhouse Baseball
  - B. Tree Board: Amendment to Chapter 260, Tree Maintenance and Care
  - C. Recreation Park Baseball Light Plans - Award of Contract
  - D. Spirit of America Fireworks Display - Award of Contract
- 9. Public Comment**
- 10. Board Member Comment**
- 11. Adjournment**

## **MISCELLANEOUS**

Miscellaneous

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) 331-3324 no later than forty eight (48) hours prior to the scheduled commencement of the meeting.

Hearing aids are available for this meeting for the hearing impaired. Inquire with the City Clerk, who sits immediately left of the podium as one faces the dais.

**THE RAYMORE PARKS AND RECREATION BOARD MET IN REGULAR SESSION ON TUESDAY, JULY 22, 2025, IN COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.**

**MEMBERS PRESENT:** Chairman Kies; Members Cooper, Harrison, Mapes, Scott, Trautman, and Wilson. Members Collier and Van Aken are absent.

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

**1. Call to Order:** Chairman Kies called the meeting to order at 6:01 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.*

Park Board Minutes

May 13, 2025

**Motion:** Member Trautman moved to approve the minutes of the May 13, 2025 Park Board Meeting.  
Member Scott seconded the motion.

**Discussion:** None

<b>Vote:</b>	6 Aye	Member Collier	Absent
	0 Nay	Member Cooper	Aye
	2 Absent	Member Harrison	Abstain
	1 Abstain	Member Kies	Aye
		Member Mapes	Aye
		Member Scott	Aye
		Member Trautman	Aye
		Member Van Aken	Absent
		Member Wilson	Aye

**6. Staff Report**

Superintendent Rulo gave a verbal report.  
Superintendent Brennon gave a verbal report.  
Director Musteen submitted a written report.

**7. Unfinished Business**

**8. New Business**

A. FY26 - Schedule of Fees

Action Item

The City Council approves a Schedule of Fees and Charges each year in preparation for the upcoming fiscal year.

Staff has attached the Parks and Recreation associated schedule of fees that include changes in red. These recommendations were discussed with the Board during a previous work session and are before the Board this evening for final approval.

**Motion:** Member Trautman motions to approve the Schedule of Fees for FY26 as written.  
Member Scott seconds the motion.

**Discussion:** None

<b>Vote:</b>	7 Aye	Member Collier	Absent
	0 Nay	Member Cooper	Aye
	2 Absent	Member Harrison	Aye
		Member Kies	Aye
		Member Mapes	Aye
		Member Scott	Aye
		Member Trautman	Aye
		Member Van Aken	Absent
		Member Wilson	Aye

B. FY26 Budget Recommendation Action Item

Staff requests a motion to accept and recommend the proposed FY26 Budget with the authorization for the Parks and Recreation Director and the City Manager to make necessary changes to balance the final budget based on updated projections.

**Motion:** Member Trautman motions to approve the budget recommendation for the FY 26 Budget with the ability of the City Manager or Park Director making Changes to help balance the budget.  
Member Scott seconds the motion.

**Discussion:** None

<b>Vote:</b>	7 Aye	Member Collier	Absent
	0 Nay	Member Cooper	Aye
	2 Absent	Member Harrison	Aye
		Member Kies	Aye
		Member Mapes	Aye
		Member Scott	Aye
		Member Trautman	Aye
		Member Van Aken	Absent
		Member Wilson	Aye

C. FY26 Capital Improvement Plan Action Item

Staff requests a motion to approve the FY26 CIP with the authorization for the Parks and Recreation Director and the City Manager to make necessary changes based on final revenue projections.

**Motion:** Member Trautman motions to approve the FY26 CIP with the ability of the City Manager or the Parks Director making changes to balance the budget.  
Member Scott seconds the motion.

**Discussion:** None

<b>Vote:</b>	7 Aye	Member Collier	Absent
	0 Nay	Member Cooper	Aye
	2 Absent	Member Harrison	Aye
		Member Kies	Aye
		Member Mapes	Aye
		Member Scott	Aye
		Member Trautman	Aye
		Member Van Aken	Absent
		Member Wilson	Aye

**9. Public Comment**

**10. Board Comment**

Member Mapes thanks the staff for the work on the budget  
 Member Wilson mentioned the Rugged Raymore Mud Run and the upcoming concert at Amphitheater.  
 Member Trautman comments on how we work hard when it comes to budgets and capital improvement projects.  
 Member Cooper states that our city has one of the greatest park systems in the Kansas City area and how smooth our Park Board operates.  
 Member Harrison seconds everyone's opinion of the parks in Raymore. She is honored to be on the Park Board.  
 Member Scott appreciates that staff has been at Hawk Ridge mowing, spraying, and maintaining the trails as do the guys that ride bikes at the course.  
 Chairman Kies echoes the appreciation of staff working on the budget.

**11. Executive Session**

Director Musteen informed the Board that an Executive Session was needed.  
 Director Musteen took roll call for the Executive Session.  
 All members except Collier and Van Aken were available for the executive session

**12. Adjournment**

**Motion:** Member Trautman motions to adjourn.  
 Member Scott seconds the motion.

**Discussion:** None

<b>Vote:</b>	7 Aye	Member Collier	Absent
	0 Nay	Member Cooper	Aye
	2 Absent	Member Harrison	Aye
		Member Kies	Aye
		Member Mapes	Aye
		Member Scott	Aye
		Member Trautman	Aye
		Member Van Aken	Absent
		Member Wilson	Aye

The regular meeting of the Raymore Parks and Recreation Board adjourned at 6:50 pm.

Respectfully submitted,

Greta Naab  
 Parks & Recreation Office Assistant

# **STAFF REPORT**

**To:** Park Board  
**From:** Todd Brennon, CPRP  
Recreation & Facilities Superintendent  
**Date:** October 28, 2025  
**Subject:** Recreation & Facilities Report

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## **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**
  - Drone Training Completed (10/6)
  - Drone Testing (10/23)
- Recreation Coordinator **Cecilia Walther**
  - Trucktober Fest- added a movie to the event and an inflatable obstacle course
  - Finalizing details for fall 5k- Partnerships with; Raymore Veterinary Center, Raymore Nutrition, and Hosted with Hannah
  - Mapping out events for 2026
  - Reaching out to food trucks, bands, entertainers, etc for upcoming 2026 events
  - Finalizing details for new program offerings in 2026; beginners sourdough class, succulent class, recreational dance classes (youth)
- Recreation & Facilities Superintendent **Todd Brennon**
  - Attended the 2025 Midwest Public Risk Annual Conference in Branson, MO on October 23-24.

## **Recreation Programs**

- 50 plus programs running: Bunco, Bridge Club
- Yoga class
- Zumba class
- Beginner Crochet Class
- How Money Works Workshop

## **Rentals/Events/Concessions**

- Rentals/Usage

### **Ball Fields**

- 4 Baseball Practice Rentals

### **Centerview**

- 4 Baby Showers
- 3 HOA Meetings
- 2 Disability Interviews
- Monthly Square Dance
- Quinceanera
- Health Forward Workshop
- MAPE (Missouri Association Property and Evidence) Annual Conference
- Eagles Community Outreach Fundraiser
- 2 Birthday Party
- Baby Shower
- Church Anniversary Dinner
- Celebration of Life

### **City Internal Use**

- 2 Civic Leadership Academy Classes
- Raymore Employee Annual Training
- SEMA Meeting

### **Program Usage**

- Bunco
- Bridge
- Crochet Class 1 participant
- Square Dance Lessons
- Financial Management Class

### **RAC**

#### **Paid Rental**

- Weekly Volleyball Rentals
- 2 Birthday Parties
- 3 Baby Showers
- End of Season Party

### **Program Use**

- Adult Open Play Volleyball
- Adult Open Play Basketball
- Speed and Agility Class
- Gentle Yoga
- Zumba

### **Special Events**

- Trucktober Fest- 50 attendees
- Paws & Pumpkins 5k- 32 runners registered

### **Upcoming**

- 11/8 Holiday Craft Fair- 70 vendor applicants
- 11/11 Veterans Day Celebration
- 12/5 Mayors Tree Lighting
- 12/13 Stuff & Fluff

### **Concessions**

- Soccer, Baseball, and RAC fall concession stand season will be coming to a close on 10/25.
- The RAC concession stand will be in operation from December to February throughout the basketball season.

### **Sports (Youth)**

- Fall
  - Fall sports will be coming to an end by 10/25.
- Winter
  - Basketball registrations will be closing on 10/24, beginning practices in November, & games on 12/6

### **Sports (Tiny)**

- Fall
  - Tiny soccer and tiny flag football will be concluding by 10/25
- Winter
  - Tiny basketball registrations will be open until 12/28

### **Sports (Adult)**

- Fall
  - Adult open play volleyball and basketball have been continuously held on Monday nights (volleyball) and Tuesday nights (basketball)

# **STAFF REPORT**

**To: Park Board**  
**From: Steve Rulo**  
**Parks Superintendent**  
**Date: October 28, 2025**  
**Subject: Parks and Maintenance Report**

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## **Park Operations**

- Routine mowing
- The Park crew helped out at the Trucktober Fest
- Parks Crew planted a tree for the Sons of the American Revolution at Memorial Park
- Contractors have completed the replacement of the Good Park Trail, the trail along Madison, and are at the LeMore Trail now.
- The Disc Golf Course upgrade is still going on. The Park Crew has trimmed trees, built rock structures around 3 different raised baskets, and done dirt work on several new holes.
- We have attended meetings on the Paws and Pumpkins Run coming up on Oct. 25th
- The Park Superintendent attended the NRPA Conference
- The Park Crew have removed the broken playground piece at Hawk Ridge Park and replaced the rubber surfacing.
- The Parks Crew built and worked the Rugged Raymore Mud Run
- A Contractor took a huge dead tree out along the Eagle Glen Trail, and a tree on the Good Park South Trail
- Parks Superintendent has been working with a contractor on fixing the fountain from Hawk Ridge. The Park Crew attended a chainsaw class at MPR
- Parks Crew are getting game fields ready for the end of the season games.



## MONTHLY REPORT

October 2025

Big Thanks to Members of [Belton-Raymore Rotary Club](#) and [City of Raymore, Missouri Government](#) Public Works for the Hallo-Clean Litter Pickup event on October 18th at Hawk Ridge Park!

### Monthly Highlights

- Parks Maintenance cleaned up brush piles along the park trails and pulled weeds and trimmed trees around the Raymore Activity Center.
- Recreation Coordinator Cecilia Walther began accepting Holiday Craft Fair applications. The event will take place Saturday, Nov. 8 at the Raymore Activity Center.
- Recreation Coordinator Cecilia Walther finalized details with partners on the Paws and Pumpkins 5K. Those partners include Raymore Vet Clinic, Hosted with Hannah and Raymore Nutrition.
- Athletic Coordinator Nick Cook prepared for the final tiny soccer classes and social soccer classes.
- Athletic Coordinator rescheduled baseball, softball and tee ball games that were canceled due to inclement weather.
- Recreation Superintendent Todd Brennon conducted job interviews for open part time positions.
- Park Maintenance poured concrete tee pads for the disc golf course at Recreation Park.
- Trucktoberfest was at T.B. Hanna Station on Friday, Oct. 3.

For all ages! Registration includes race tracking & a t-shirt!

# PAWS & PUMPKINS 5K



**Saturday, Oct. 25  
8 a.m. Start Time  
Hawk Ridge Park**

- Parks and Recreation Director Nathan Musteen, Recreation Superintendent Todd Brennon and Recreation Coordinator Cecilia Walther met with Raymore Chamber of Commerce Director Melisa Ferrari to discuss potential events for 2026.
- Recreation Coordinator Cecilia Walther met with potential instructors for new programs.
- Recreation Superintendent Todd Brennon met with a representative from Cintas to discuss AED & First Aid products among parks and recreation facilities.
- Raymore Parks & Recreation Director Nathan Musteen shared information on history of Raymore Parks and Recreation, current projects and status of the department at the Civic Leadership Academy on October 9th.
- Recreation Coordinator Cecilia Walther ordered t-shirts for the upcoming Paws & Pumpkins 5K event.
- Recreation Coordinator Cecilia Walther contacted potential bands for the 2026 Spirit of America event.
- Park maintenance built rock ledges for the disc golf course at Recreation Park.
- Park maintenance ordered the tee sign poles for the disc golf course at Recreation Park.
- Park maintenance planted a Princeton Elm tree in Memorial Park for the Sons of the American Revolution (SAR) Organization. They will have a ceremony celebrating our Nation's 250th anniversary this Saturday.
- The front entrance at the Raymore Activity Center began getting repainted and restained.
- Athletic Coordinator Nick Cook recruited basketball coaches for the upcoming basketball season.
- Parks Superintendent Steve Rulo, Park Foreman Jeff Schmill and Park Maintenance worker Cody York met with Recreation Superintendent Todd Brennon and Recreation Coordinator Cecilia Walther to discuss the Paws & Pumpkins 5K taking place on Saturday, Oct. 25.
- Park Maintenance placed boulders around the disc golf course at Recreation Park.
- Athletic Coordinator Nick Cook trained new site supervisors.
- Parks Director Nathan Musteen and Recreation Superintendent Todd Brennon met with representatives from Certa Pro Painters to do a walkthrough of the Raymore Activity Center entrance. The entrance was re-painted and re-stained.
- Recreation Coordinator Cecilia Walther accepted vendors for the Holiday Craft Fair. The event currently has 65 vendors who have applied.
- Parks Director Nathan Musteen and Parks Superintendent Steve Rulo met at the Foxwood Springs daycare to do a playground inspection with Foxwood Springs leadership.

## The Sportsmanship Corner (Excellence Room & Resilience Room)

Our new multipurpose rooms at the RAC are perfect for your next party. Enhance your experience by pairing your room rental with a court rental and enjoy some extra space for basketball, volleyball or pickleball!

Let's talk! Contact us at 816-322-2791 or [recreation@raymore.com](mailto:recreation@raymore.com) to learn more and make your personalized reservation at the Raymore Activity Center today.




## New phase of trail improvements underway

The second phase of the Park Trails Replacement has started and construction will last into the fall months. The following trails are scheduled to be reconstructed:

- Ward Park Trail – **COMPLETE**
- Good Parkway Trail North, from Lucy Webb Road to South Foxridge Drive – **COMPLETE**
- Lucy Webb roadside trail from Madison Street to South Sunset Lane – The existing asphalt trail will be replaced with a 10-foot-wide concrete trail – **COMPLETE**
- Linear Park Trails (Timber Trails, LeMore Trail, Brookside Trail) - Sections of the concrete trail will be replaced as needed. Minor repairs will be made to the LeMor bridge approach, as well as stabilization to the creek bank.
- Installation of safety bollards at multiple trailheads.



# VETERANS DAY SALUTE



**TUESDAY, NOV. 11  
5-7 P.M. AT CENTERVIEW**

Join us in celebrating and thanking our veterans at this free event. This celebration will include dinner (donations will be accepted to fund the Honor Bricks), entertainment & our Honor Wall.

Our Honor Wall will feature pictures and bios from our veterans and will be available to view from Tuesday, Nov. 11 at 5 p.m. until Friday, Nov. 14 in Centerview's Room A during normal business hours.

Honor Bricks, engraved bricks with veterans' service recognition, will be gifted to any veteran free of charge (after completion of our form) and will be unveiled later this spring.

To have your loved veteran be featured on our Honor Wall or receive an Honor Brick, please complete our form by Nov. 1. Complete the form at <https://forms.gle/cWHFtj5StTonXi2Z7>

HANDMADE & HANDCRAFTED GOODS FROM YOUR LOCAL COMMUNITY!

# holiday craft fair

Saturday, Nov. 8  
10 a.m.-2 p.m.  
Raymore Activity Center





# RAYMORE

come home to more

CITY OF RAYMORE  
AGENDA ITEM INFORMATION FORM

DATE: 10/28/2025  
SUBMITTED BY: Nathan Musteen DEPARTMENT: Parks and Recreation  
ITEM CATEGORY: Action Item

TITLE / ISSUE / REQUEST

Park Beautification Program: Wheelhouse Baseball

STRATEGIC PLAN GOAL / STRATEGY

FINANCIAL IMPACT

See Attached

PROJECT TIMELINE

Estimated Start Date  
11/1/2025

Estimated End Date  
11/1/2027

STAFF RECOMMENDATION:

Approval

OTHER BOARDS & COMMISSIONS ASSIGNED

LIST OF REFERENCE DOCUMENTS ATTACHED

1. Wheelhouse - PBP

BACKGROUND / JUSTIFICATION

Wheelhouse Baseball founder, Chris Allen, approached the Parks and Recreation Board in January 2025 requesting opportunities to partner with the City on various community projects in exchange for practice space for the organization's baseball teams. Over the course of several months, staff and Mr. Allen negotiated a pricing structure to rent the baseball fields in exchange for sponsorship, volunteer help and adopting "the Fort" at Recreation Park. The details have been identified in the attached Park Beautification Adoption Program. Staff implemented the rental agreement for the fields this fall and Wheelhouse Baseball was a sponsor for the 2025 Rugged Raymore in August. The ventures were successful and both staff and Mr. Allen would like to continue the partnership. The program is before the Board tonight for approval.



## **PARK BEAUTIFICATION ADOPTION PROGRAM**

### **The Program**

Help keep Raymore clean and litter-free by volunteering in Raymore Parks & Recreation's Park Beautification Adoption Program. This program gives residents, community groups, schools, churches and/or businesses the opportunity to participate in the preservation and beautification of Raymore's parks, trails, lakes, streams and natural areas.

### *GET INVOLVED - ADOPT A SPOT!*

By adopting a spot, participants will not only make a difference in the cleanliness of Raymore water, parks, and open areas, but also practice conservation, personally invest in their hometown and inspire others to get involved as well.

**Details** - Participating groups adopt a spot by committing to clean it three times a year for two years. Adopters can choose the date, time, and spot you wish to clean (subject to City approval). The City of Raymore will provide the supplies and training for the cleanup. Supplies include grabbers, trash bags and gloves for park cleanups.

**Locations** - Groups can choose spots throughout our public spaces, The Parks and Recreation office has a list of locations to choose pre-approved locations. Locations not on the list must be reviewed for approval. The city has the right to refuse a proposed spot for adoption.

**Your Team** - Make it your own by inviting your friends, family and coworkers to join you. Your team can be as big or small as you want it: from your entire office removing litter from a nearby trail to a family cleaning up their neighborhood park. Individuals 18 years of age or older may adopt a spot by themselves, anyone 17 years of age or younger must be accompanied by a legal adult.

Teams that commit to cleaning a spot at least three times per year for two years will receive: Recognition on the city's website and a metal sign in the adopted area.

### **Adopting a Spot:**

1. Application for participation must be approved by the Director of Parks & Recreation in accordance with policies and procedures established by the Parks & Recreation Board.
2. Any individual, organization, or business is eligible to adopt a spot in the city. All applications are subject to the following:

- a. Groups, organizations, or businesses must comply with state laws prohibiting discrimination based on race, religion, color, age, gender or national origin.
  - b. Any group whose name promotes or opposes an elected official or candidate for public office is not eligible to participate in the ADOPT-A-SPOT program.
  - c. Any group whose name or purpose promotes or incites violence or hate crimes of any kind is not eligible to participate in the ADOPT-A-SPOT program.
3. The Parks and Recreation Department will provide appropriate signage identifying the ADOPT-A-SPOT program and the adopter on the site within six months of the first cleanup date. The identification on the sign shall be limited to the group name's or acronym. The Department has full discretion to determine whether a name or acronym is ineligible for use on a sign.
  4. The adoption must be a preselected site or a recommended location approved by Department policies prior to approval.
  5. Adopters are requested to pick up litter and general clean-up associated with the designated location at least 3 times per year, about every 4 months.
    - a. Select locations will require additional care and regularly scheduled pick-up times.
      - i. These portions may have more than one adoption in place or negotiate a contractual agreement for exclusive rights.
      - ii. Adoptions of these areas must be approved by the Parks & Recreation Board.
  6. Any adopter who fails to perform litter pick up for one year, or who fails to comply with these safety guidelines will be dropped from the program.
  7. Adopters do not own the selected areas and may not place any personal or private signage in adopted areas. All Parks & Recreation rules must be followed at all times. Violation of City Code or program rules will result in removal from the program.

**Clean Up/Litter Collection Events:**

1. It is recommended to select a date for your event and register with the Parks & Recreation Office at least seven days in advance to ensure no community activities, events or programs are scheduled in the area. Contact the Parks & Recreation Department at 816-322-2791 to schedule a time to pick up and drop off equipment and supplies.
2. Adopters must conduct a safety meeting with participants before each event to go over safety regulations. Regulations and safety detail information will be provided by the department.
3. Each participant must sign a waiver. Volunteers under 18 years of age must have a parent/guardian signature.
4. The Department will provide the supplies and training resources for the cleanup. Supplies include grabbers, safety vests, trash bags and gloves for park cleanups.
5. Volunteers should dress appropriately for the site, utilizing the provided safety gear and supplies. Participants are encouraged to wear additional safety gear or personal protective clothing/equipment beyond the supplies provided to meet their own comfort level.
6. In flood plain areas or woods' edge, long pants and long-sleeved shirts are recommended to reduce the incidence of reaction to poison ivy, poison oak, insects, and the like.

7. Areas along creek banks, lake shoreline and stormwater areas, volunteers are encouraged to wear appropriate gear specifically designed for water.
8. Safety vests, extra trash bags and grabbers must be returned to the Parks & Recreation Department within 48 hours of the event.
9. Participants may not park or drive vehicles on park ground and must park alongside streets or in parking lots.
10. The Department will pick up the filled trash bags and collected debris on the first workday following the clean up event.
11. Groups may keep recyclable materials such as aluminum cans, glass, or newspaper. If you find hazardous materials, contact Parks and Recreation at 816-322-2791 for assistance, or after hours and on weekends contact the Police Department at 816-331-0530.
12. Routine maintenance involves keeping the area generally clean, surface free of loose rocks, limbs and other debris, clearing debris from benches and bridges, and removing litter from the surrounding area. The Department will provide volunteers with information and instruction on
  - a. Maintaining specific trails to meet area management guidelines
  - b. Parking lot island, landscaping beds, etc.
  - c. Johnston Lake bank and water trash
13. Volunteers should notify the Department if there is an erosion problem, trees down on the trail, missing or damaged signs, vandalism, or other issues that cannot be handled on the day of the event. Report any suspicious or illegal activity.
14. All work shall take place during daylight hours and be performed with safety in mind. Participants should not attempt any tasks with which they are not comfortable.
15. Volunteers are not permitted to use chainsaws, power tools or use motorized equipment.
16. Volunteers are not allowed to trespass on private property adjacent to parks and/or trails.
17. No work shall be done that has not been previously agreed upon with the Parks & Recreation Department.

**Attachments:**

Appendix A – Application Form

Appendix B – Safety Information sheet for participant training

Appendix C – Participant Waiver Form

**CITY OF RAYMORE  
BEAUTIFICATION PROGRAM  
APPLICATION FORM**

In accordance with the rules and guidelines established by the City of Raymore Beautification Program, Wheelhouse Baseball will perform the following:

**Sponsor - Raymore Rugged**

Wheelhouse Baseball will be an official sponsor of the Annual Raymore Rugged Mud Run.

- Sponsorship includes provided a minimum of 15 volunteers on the day of the event.
- Volunteers will be positioned at obstacle stations to assist staff, participants and spectators as needed.
- A representative will be asked to attend all volunteer meetings in preparation of the event.
- Wheelhouse Baseball will be included as an event sponsor on all materials.

**Adopt-A-Spot - The Fort @ Recreation Park**

Wheelhouse Baseball will official adopt The Fort location at Recreation. Adoption includes:

- 3 - Clean-up and safety checks - (Spring, Summer, Fall)
- 1 Annual restoration: Includes repairs, replacements or additions to The Fort Activity area
  - Date and work plan must be approved by Parks Superintendent
  - Materials/supplies list must be provided at least 2 weeks in advance
  - Equipment, power tools and vehicles must be authorized for use prior to work day
  - All volunteers over 18 must sign a waiver
  - Volunteers 17 & Under cannot operate power tools without parental permission and a waiver signed.
  - Volunteers 17 & Under are not allowed to drive any type of vehicle on park property.
  - Volunteer signs must be placed near the work sight to inform the general public of a work day. Signs will be provided by the Department
- An Adopt-A-Spot identification sign will be placed at the entrance of The Fort signifying Wheelhouse Baseball as the adopter

**Banner Sponsor**

Wheelhouse Baseball provide 2 banners to be located in the Raymore Activity Center / Business Walk

Raymore Parks and Recreation will provide:

**Field Space**

- May - June / Sept - Oct
  - 1 Field / 3 Nights per week at Recreation Park
  - ½ price per established rental rates
  - Lights, field dragging, chalk lines are charged separately
    - Lights will be provided free of charge if P&R scheduled programming is on site and lights are in use.
- Nov - April / July - August
  - 2 Fields / Unlimited nights per week at Recreation Park
  - No Charge
  - Lights, field dragging, chalk lines are charged separately
  - Lights will be provided free of charge if P&R scheduled programming is on site and lights are in use.

Field use / rates for Tournaments are non-negotiable

RPR may can, postpone or reschedule any nights as necessary to account Department programs, leagues or tournaments.

Adopter will advise Parks at 816-322-2791 at least 7 days in advance of doing any work on the adopted areas.

Adopter Representative will hold a safety meeting prior to each cycle of work and advise the workers of the potential hazards of working near streets, parking lots, flood plains and in water. The meeting will ensure that all workers' vehicles are parked appropriately. The City of Raymore, Parks and Recreation Department will provide the necessary safety vests, trash bags, gloves and grabbers; and will pick up the filled trash bags.

Group Name to appear on sign: Wheelhouse Baseball Clinic

Representative Name Christopher Allen Phone # 816-812-7991

Address 21802 Lombarda Lane, City Peculiar

State MO, Zip 64078 Email: Callen@wheelhousebaseballclinic.com

# Raymore Parks & Recreation Liability Release Form

\_\_\_\_\_/\_\_\_\_\_  
**Participant Name (PRINT)** **Event or Activity / Location**

In consideration of being permitted to maintain City of Raymore public property for litter control and general clean-up, I hereby release, waive, and discharge the City of Raymore, Missouri, its officers, servants, agents, volunteers and employees from any and all liability, claims, demands, actions and causes of me or my child, or to any property belonging to me while participating in the event, or while in, on or upon the premises where the event is being conducted, while in transit to or from the premises, or in any place or places connected with the event.

In the event of injury or illness, I understand that reasonable effort will be made to contact the parent or the listed emergency contact immediately. However, I am aware that if the injury or illness appears serious and the appropriate contact cannot be reached, the supervisor in charge will secure emergency medical care as needed.

Further, I/We realizing no insurance coverage is provided for the participant, will assume financial responsibility for any costs relating to any accident or injury that might occur while participating in the above named program/event.

I understand and agree, as a participant, or as the parent of a minor participant, to grant full permission to the City of Raymore to use my name, photograph, videotape or recording for promotional purposes without obligation or liability to me or my family.

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(if participant is a minor)*

<p><b>Pertinent information in the event of an emergency:</b></p> <p><b>Emergency Contact:</b> _____</p> <p><b>Phone Number:</b> _____</p> <p><b>Relationship:</b> _____</p>
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CITY OF RAYMORE  
AGENDA ITEM INFORMATION FORM

DATE:

SUBMITTED BY: Nathan Musteen

DEPARTMENT: Parks and Recreation  
Department

ITEM CATEGORY: Action Item

TITLE / ISSUE / REQUEST

Tree Board: Amendment to Chapter 260, Tree Maintenance and Care

STRATEGIC PLAN GOAL / STRATEGY

FINANCIAL IMPACT

No Financial Impact expected

PROJECT TIMELINE

Estimated Start Date

Estimated End Date

STAFF RECOMMENDATION:

Approval

OTHER BOARDS & COMMISSIONS ASSIGNED

LIST OF REFERENCE DOCUMENTS ATTACHED

1. Chapter 260 - Tree Board changes - redline
2. Bill 3994 - Chapter 260\_ Tree Maintenance and Care Amendment

BACKGROUND / JUSTIFICATION

The Raymore Tree Board is an established board authorized by Chapter 260 of the Raymore Municipal Code. The Tree Board was established to help staff oversee basic care of trees and meet requirements to maintain the City's Tree City USA status. As long-term members of the Tree Board have not been able to continue to meet the requirements of Tree City USA, staff approached the Park Board about creating a subcommittee that would serve as the Tree Board. The change would require an amendment to Chapter 260 and at least 3 dedicated work sessions each calendar year for Tree Board-related items. The creation of a subcommittee under the Park Board would allow staff and the Tree Board to create projects and fund them through the park maintenance budget. This was not an option under the current establishment of the Tree Board.

During the work session on September 23, staff presented the Park Board with a revised

Chapter 260: Tree Maintenance and Care of the Raymore Municipal Code. The revision amends the establishment of the Tree Board as a sub-committee of the Parks and Recreation Board. The amendment is before the Park Board for review and approval. If approved, the amendment will be presented to the City Council for consideration.

# Chapter 260. Tree Maintenance and Care

## Section 260.010. Title.

This Chapter will be known as the Tree Maintenance Code and may be cited as such, and will be referred to in this Chapter as the "Code."

## Section 260.020. Purpose.

A. This Chapter establishes policies, regulations, and standards necessary to ensure that the City will realize the benefits provided by its urban forest.

The purpose of this Code is to protect the public health, safety, and welfare of the citizens of Raymore by requiring trees to be maintained in a healthy and non-hazardous condition through good arboriculture practices. These general objectives include, among others, the following specific purposes:

1. To protect pedestrians from falling or low hanging tree limbs and branches.
2. To reduce resident exposure to potential hazardous conditions in the event of damaging storms.
3. To protect the character of residential, commercial and public areas.
4. To preserve the value of the property throughout the City.
5. To provide mechanisms for the enforcement and administration of the Code to ensure that the above purposes are accomplished.

## Section 260.030. Interpretation.

A. In any case where a provision of the Code is found to be in conflict with a provision of any other ordinance or other legislation of the City existing on the effective date of the Code, the provision which establishes the higher standard for the promotion and protection of the safety and health of the people shall prevail.

B. In any case where a determination of definition or identification of tree hazard is needed, the opinion of the City Arborist shall prevail.

## Section 260.040. Definitions.

For the purpose of this Chapter the following words and phrases shall have the following interpretation and/or meanings indicated below:

### **CITY ARBORIST**

A City staff member designated by the City Manager who is certified in the practice of arboriculture.

### **OFFICIAL TREE LIST**

A list of trees provided for in the City's Tree Management Strategic Plan.

## PRIVATE TREE

Any tree or shrub growing on privately-owned land, including those trees planted between the sidewalk and street.

## PUBLIC TREE

Any tree or shrub growing on any publicly-owned land except street right-of-way.

## REMOVAL or REMOVE

The cutting or removing of fifty percent (50%) or more of a crown trunk or root system of a tree, or any action which results in immediate danger of falling.

## TOP/TREE TOPPING

Removing the vertical leader stems and cutting tree limbs back to a stub, bud or a lateral branch not large enough to assume a terminal role, resulting in decay of the trunk and/or main branches and sprout production. Usually involves removing more than one-third (1/3) of the tree canopy.

## TREE MANAGEMENT STRATEGIC PLAN

A written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees.

## Section 260.050. Establishment Of A City Tree Board.

A. There is hereby created and established a Tree Board for the City.

B. Composition And Term. The City Tree Board shall be a sub-committee of the Raymore Parks and Recreation Board. The Tree Board shall consist of three (3) or more individuals serving on the Park Board (whose members are appointed by the Mayor). The City shall have no more than two (2) representatives consisting of a member of the Parks and Recreation Department designated by the Parks & Recreation Director and a city staff member designated by the City Manager. Parks and Recreation Board members selected to serve on the City Tree Board will be appointed by the Parks and Recreation Board Chair at the first meeting of the calendar year and serve a (1) year term.

~~The City Tree Board shall consist of five (5) members. Those members shall be three (3) citizens appointed by the Mayor with the advice and consent of the City Council chosen from the citizens at large, the City Arborist, and the Parks and Recreation Director. Appointments shall be made by August 1 of each year. Members shall serve for three-year terms, excepting that, for the term set to begin August 1, 2013, one (1) member shall be appointed for a one-year term, one (1) member shall be appointed for a two-year term, and one (1) member shall be appointed for a three-year term.~~

C. Duties. The City Tree Board shall have the following duties:

1. To study, investigate and advise the Park Board and City Council regarding the care, preservation, pruning, planting, replanting, removal or disposition of trees.
2. To prepare a Tree Management Strategic Plan and to update such plan as needed. The Tree Management Strategic Plan shall include goals for City arboriculture efforts and information on tree trimming requirements, i.e., clearance distances.

3. To prepare and annually update an Official Tree List. The Official Tree List shall designate species of trees not recommended for planting in the City. The List shall also include a list of tree species permitted to be planted on street right-of-way.
4. To assist City staff in the preparation of the annual City budget for tree planting and maintenance activities including the City's arboretum.
5. To educate residents on the advantages of trees and the planting and maintenance of all trees within the community.
6. To assist the City in preparing an annual Arbor Day proclamation and observance.
7. To assist the City in maintaining the certification as a Tree City USA.

## Section 260.060. Public Tree Care And Maintenance.

- A. The City shall have the right to plant, and the duty to prune, maintain and remove public trees as a matter of public safety or to enhance the symmetry and beauty of such public areas.
- B. The City Arborist may remove or cause or order to be removed, any tree presenting an unsafe condition or which by reason of its nature is injurious to sewers, water lines or other public improvements, or is affected with any injurious fungus, insect or other pest.
- C. All public tree maintenance shall conform to the ANSI A300 standards for tree care operations.

## Section 260.070. Private Tree Care And Maintenance.

- A. It shall be the duty of any person or persons owning or occupying real property bordering on any street upon which property there may be trees, to prune such trees in such a manner that they will not obstruct or shade the street lights, obstruct the passage of pedestrians on sidewalks, obstruct vision of traffic signs or obstruct views of any street or alley intersection. There shall be a clear space of thirteen (13) feet above the street surface or eight (8) feet above the sidewalk and pedestrian trail surfaces.
- B. It shall be the duty of any person or persons owning or occupying real property bordering on any street, park or other public land, on which there may be trees that are diseased or insect infested, to remove, spray or treat such trees in such a manner that they will not infect or damage nearby public vegetation or cause harm to the community or citizens.
- C. The City Manager may order trees on private land that cause obstructions or present insect or disease problem or otherwise present a danger to public health or safety be pruned, removed or treated.

## Section 260.080. Occupational License Required.

It shall be unlawful for any person or firm to engage in the business or occupation of pruning, treating or removing public or private trees within the City without first applying and procuring a City occupational license in accordance with Chapter 605 of the City Code.

## Section 260.090. Local Government Disclaims Liability.

Nothing in this Chapter shall be deemed to impose any liability for damages or a duty of care and maintenance upon the City or upon any of its officers or employees, nor to relieve the owner of any private property from the duty to keep any tree, shrub or plant upon any street area on his property or under his control in such a condition as to

prevent it from constituting a hazard or impediment to travel or vision upon any street, park, boulevard, alley or public place within the City. The person in possession of or the owner of any private property shall have a duty to keep the trees upon the property and under their control in a safe and healthy condition.

### **Section 260.100. Tree Topping Prohibited.**

It shall be unlawful as normal practice for any person, firm or City department to top any public tree. Crown reduction by a qualified arborist may be substituted, where appropriate. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this prohibition at the determination of the City Arborist.

### **Section 260.110. Unauthorized Planting Or Removal.**

It shall be unlawful for any person other than officials, agents and employees of the City to remove public trees or to remove or plant trees in City parks without the written approval of the City.

### **Section 260.120. Damage Of Public Trees.**

No person shall damage, cut, carve, transplant, remove, or attach any accessory to public trees without written permission from the Parks and Recreation Director.

### **Section 260.130. Interference.**

No person shall hinder, prevent, delay or interfere with the City Arborist, or City Manager in carrying out the execution or enforcement of this Chapter.

### **Section 260.135. Enforcement.**

The City Arborist or Code Enforcement Officer are charged with the responsibility for the enforcement of this Chapter and may serve notice, abate, or to any person, firm, or corporation in violation or institute legal proceedings as may be required and the City Attorney is authorized to institute appropriate proceedings to that end.

### **Section 260.140. Penalty For Violation.**

Upon conviction or a plea of guilty, any person, firm or corporation violating or failing to comply with any of the provisions of this Chapter shall be subject to the penalty provisions provided for in Section 100.220 of the City Code. A property owner charged for abatement shall not incur a penalty in addition to the City's cost of abatement.

**“AN ORDINANCE OF THE CITY OF RAYMORE, MISSOURI, AMENDING THE RAYMORE MUNICIPAL CODE, CHAPTER 260: TREE MAINTENANCE AND CARE”**

**WHEREAS**, the City Council of the City of Raymore, Missouri adopted the Chapter 260: Tree Maintenance and Care on April 11, 2011 that establishes a Tree Board; and

**WHEREAS**, the Parks and Recreation Board voted on October 28, 2025, to amend Section 260.050 Establishment of Tree Board for the City to be a sub-committee of the Parks and Recreation Board, and

**WHEREAS**, the City Tree Board as a sub-committee of the Parks and Recreation Board provides more opportunities for tree related projects and funding, and

**WHEREAS**, the Missouri Department of Conservation approves of the City Tree Board as a sub-committee which fulfills the Tree City USA requirement.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RAYMORE, MISSOURI, AS FOLLOWS:**

Section 1. Section 260.050 of the Raymore Municipal Code is hereby repealed in its entirety and re-enacted as follows:

**Section 260.050. Establishment Of A City Tree Board.**

A. There is hereby created and established a Tree Board for the City.

B. Composition And Term. The City Tree Board shall be a sub-committee of the Raymore Parks and Recreation Board. The Tree Board shall consist of three (3) or more individuals serving on the Park Board (whose members are appointed by the Mayor). The City shall have no more than two (2) representatives consisting of a member of the Parks and Recreation Department designated by the Parks & Recreation Director and a city staff member designated by the City Manager. Parks and Recreation Board members selected to serve on the City Tree Board will be appointed by the Parks and Recreation Board Chair at the first meeting of the calendar year and serve a (1) year term.

C. Duties. The City Tree Board shall have the following duties:

1. To study, investigate and advise the Park Board and City Council regarding the care, preservation, pruning, planting, replanting, removal or disposition of trees.
2. To prepare a Tree Management Strategic Plan and to update such plan as needed. The Tree Management Strategic Plan shall include goals for City arboriculture efforts and information on tree trimming requirements, i.e., clearance distances.
3. To prepare and annually update an Official Tree List. The Official Tree List shall designate species of trees not recommended for planting in the City. The List shall also include a list of tree species permitted to be planted on street right-of-way.
4. To assist City staff in the preparation of the annual City budget for tree planting and maintenance activities including the City's arboretum.
5. To educate residents on the advantages of trees and the planting and maintenance of all trees within the community.
6. To assist the City in preparing an annual Arbor Day proclamation and observance.
7. To assist the City in maintaining the certification as a Tree City USA.

Section 2. Effective Date. The effective date of approval of this Ordinance shall be coincidental with the Mayor's signature and attestation by the City Clerk.

Section 3. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**DULY READ THE FIRST TIME THIS 10TH DAY OF NOVEMBER, 2025.**

**BE IT REMEMBERED THAT THE ABOVE ORDINANCE WAS APPROVED AND ADOPTED THIS 24TH DAY OF NOVEMBER, 2025, BY THE FOLLOWING VOTE:**

Councilmember Abdelgawad  
Councilmember Baker  
Councilmember Barber  
Councilmember Burke III  
Councilmember Circo  
Councilmember Engert  
Councilmember Holman  
Councilmember Mills

ATTEST:

APPROVE:

\_\_\_\_\_  
Erica Hill, City Clerk

\_\_\_\_\_  
Kristofer P. Turnbow, Mayor

\_\_\_\_\_  
Date of Signature



CITY OF RAYMORE  
AGENDA ITEM INFORMATION FORM

DATE: 10/28/2025  
SUBMITTED BY: Nathan Musteen DEPARTMENT: Parks and Recreation  
ITEM CATEGORY: Action Item

TITLE / ISSUE / REQUEST

Recreation Park Baseball Light Plans - Award of Contract

STRATEGIC PLAN GOAL / STRATEGY

Goal 7.4: Proactively plan for future growth, expansion and maintenance of the City's Parks and Recreation system.

FINANCIAL IMPACT

18,200

PROJECT TIMELINE

Estimated Start Date  
11/25/2025

Estimated End Date  
2/26/2026

STAFF RECOMMENDATION:

Approval

OTHER BOARDS & COMMISSIONS ASSIGNED

LIST OF REFERENCE DOCUMENTS ATTACHED

1. Bill 3995 - Recreation Park Baseball Electrical Plans
2. 25-463-201 CONTRACT
3. Electrical Service & Power Distribution Upgrades

BACKGROUND / JUSTIFICATION

The City of Raymore solicited proposals from qualified electrical design firms to provide professional engineering services for the design of electrical service and power distribution system upgrades at Recreation Park. The scope includes the design of electrical power upgrades to four (4) baseball fields located within the park. Note: Lights on the two smaller fields were installed in 2018 and not included in the scope.

The existing electrical infrastructure, including two (2) Evergy services, pad mounted utility transformers and power distribution system, have been in service since the late 1990s and

are at the end of their useful life expectancy. This project will allow staff to appropriately plan a future capital project.

Requests for proposals were issued in August with a pre-bid and walk-through held in late August. Bids were due on September 4. One proposal was received and staff recommends Wilson and Company as the best and most responsive firm.

**BILL 3995**

**ORDINANCE**

**“AN ORDINANCE OF THE CITY OF RAYMORE MISSOURI, APPROVING AND AUTHORIZING A CONTRACT WITH WILSON AND COMPANY IN THE AMOUNT OF \$18,200 TO PROVIDE ENGINEERING DESIGN SERVICES FOR ELECTRICAL SYSTEM UPGRADES AT THE RECREATION PARK BASEBALL COMPLEX.”**

**WHEREAS**, the City has four baseball fields with lights and a concession stand at Recreation Park that have been in service for over twenty-five years; and

**WHEREAS**, the electrical equipment has reached the end of its useful life expectancy; and

**WHEREAS**, City Staff advertised and received bids for engineering design services for electrical upgrades; and

**WHEREAS**, the Parks and Recreation Staff reviewed the proposal and found that Wilson and Company was the best and most responsive proposal submitted.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RAYMORE, MISSOURI, AS FOLLOWS:**

Section 1. The City Manager shall be the authorized representative of the City herein for all instruments identified in Section 5.2(i) of the Charter.

Section 2. The City Manager and the City Clerk are hereby directed and authorized to execute the Agreement for and on behalf of the City of Raymore.

Section 3. The Mayor, the City Clerk and the City Manager are hereby directed and authorized to take the necessary steps under the Agreement to implement its terms.

Section 4. Effective Date. The effective date of approval of this Ordinance shall be coincidental with the Mayor’s signature and attestation by the City Clerk.

Section 5. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**DULY READ THE FIRST TIME THIS 10TH DAY OF NOVEMBER, 2025.**

**BE IT REMEMBERED THAT THE ABOVE ORDINANCE WAS APPROVED AND ADOPTED THIS 24TH DAY OF NOVEMBER, 2025, BY THE FOLLOWING VOTE:**

- Councilmember Abdelgawad
- Councilmember Baker
- Councilmember Barber
- Councilmember Burke III
- Councilmember Circo
- Councilmember Engert
- Councilmember Holman
- Councilmember Mills

ATTEST:

APPROVE:

\_\_\_\_\_  
Erica Hill, City Clerk

\_\_\_\_\_  
Kristofer P. Turnbow, Mayor

\_\_\_\_\_  
Date of Signature



CITY OF RAYMORE  
CONTRACT FOR SERVICES

**Recreation Park Baseball Light Plans**

This Contract for Recreation Park Baseball Light Panel, hereafter referred to as the **Contract** is made this 24th day of November, 2025, between Wilson and Company, an entity organized and existing under the laws of the State of Missouri, with its principal office located at 800 East 101st Terrace, Suite 200, Kansas City, Missouri 64131, hereafter referred to as the **Contractor**, and The City of Raymore, Missouri, a Charter City organized and existing under the laws of the State of Missouri, with its principal office located at 100 Municipal Circle, Raymore, Missouri, hereafter referred to as the **City**.

This contract and applicable attachments represent the entire understanding and agreement between the parties and no oral, implied, alterations or variations to the contract will be binding on the parties, except to the extent that they are in writing and signed by the parties hereto. This contract shall be binding upon the heirs, successors, administrators, executors and assigns of the parties hereto. In the event there are any inconsistencies in the provisions of this contract and those contained in the proposal they will be resolved in accordance with the terms of this contract.

This contract is effective as of November 24, 2025 and coincidental with the City Manager's signature and attestation by the City Clerk and shall remain in effect as described within the attachments.

ARTICLE I  
THE WORK

Contractor agrees to perform all work and provide all materials as specified in Request for Proposal 25-463-201 and the General Terms and Conditions in Appendix B, commonly referred to as Contract Terms and Conditions and according to Contract Agreement set forth here. Contractor agrees to provide all labor, materials, tools, permits, and/or professional services and perform the contracted work in accordance with all specifications, terms and conditions as set forth within the proposal documents, including bonding, insurance, prevailing wage requirements, and termination clauses as needed or required. The work as

specified in Appendix A may commence upon the signing of this contract and scheduling and approval of the City.

ARTICLE II  
TIME OF COMMENCEMENT AND COMPLETION

The work shall take a maximum of 90 calendar days. The date of substantial completion shall be that date when the project or portions of the project are officially accepted by the Owner through formal action of the City Council for utilization of the project for its intended purpose. The City shall be the sole determiner as to the fulfillment of the work as described.

ARTICLE III  
CONTRACT SUM AND PAYMENT

The Contractor agrees to perform all work described in the Contract Documents in the amount of \$18,200.

The City agrees to pay the Contractor as outlined in the Contract Documents and subject to deductions provided for in Articles IV and VI.

The City Manager has the authority for change orders.

ARTICLE IV  
CONTRACT PAYMENTS

The City agrees to pay the Contractor for the completed work as follows:

The Contractor shall provide the City with monthly billings for progress payments as the work is completed. Payment will constitute full and complete payment as per individual invoice and within thirty (30) days of completion and acceptance of the Contractor's work. The City will be the sole judge as to the sufficiency of the work performed. A 5% retainage will be held until acceptance of the project by the Raymore City Council, at which time final payment will be made.

In the event of the Contractor's failure to perform any of his duties as specified in this contract and addendums, or to correct an error within the time stipulation agreed upon by both parties, the City shall have the right to deduct an amount not to exceed twenty-five (25%) per invoice.

Payment shall be made upon receipt of invoices presented in duplicate as outlined in Appendix B.

ARTICLE V  
INSURANCE REQUIREMENTS

Insurance shall be provided as outlined in the General Terms and Conditions Appendix B to the Contract.

All policies for liability protection, bodily injury, or property damage shall include the City of Raymore as an additional insured as such respects operation under this contract (except for Worker's Compensation and Professional Liability coverage).

Contractor agrees to hold harmless and indemnify the City from any liability for damage, injury or death arising out of the work performance of the contract.

ARTICLE VI  
RESPONSIBILITIES

The City shall provide all information or services under their control with reasonable promptness and designate the City Manager, or their designee (in writing) to render decisions on behalf of the City and on whose actions and approvals the Contractor may rely.

The Contractor's responsibilities and obligations under this agreement are accepted subject to strikes, outside labor troubles (including strikes or labor troubles affecting vendors or suppliers of Contractor), accidents, transportation delays, floods, fires, or other acts of God, and any other causes of like or different character beyond the control of Contractor. Impossibility of performance (but not simply frustration of performance) by reason of any legislative, executive, or judicial act of any governmental authority shall excuse performance of or delay in performance of this agreement. The City and the Contractor shall agree upon such any delay or cancellation of performance and execute an agreement in writing documenting the excuse of performance or delay in performance of this agreement.

Contractor agrees to provide all materials, labor, tools, and equipment necessary to perform and complete the contract as specified.

All equipment will be of such a type and in such condition so as not to cause any damage to City property or the community at large. All equipment used within the jurisdictional boundaries of the City will meet the minimum requirements of OSHA (Occupational Safety Health Administration) and related federal, state, county, and city agencies and regulations, including but not limited to EPA (Environmental Protection Agency) and the NESHAPS (National Emission Standards for Hazardous Air Pollution). All material will be of a type and quality acceptable to the City, and which will not cause injury to property or persons.

Contractor will supervise and direct the work performed, and shall be responsible for their employees. Contractor will also supervise and direct the work performed by subcontractors and their employees and be responsible for the work performed by subcontractors hired by the Contractor. Contractor shall not assign its

responsibilities to any subcontractor without the prior written agreement of the City which may be granted at the sole discretion of the City.

Contractor agrees to obtain and maintain, during the term of this contract, the necessary licenses and permits required by federal, state, county and municipal governments to perform the services as required by this contract. Contractor shall bear the cost of any permits which he is obligated to secure. Contractor will also ensure any subcontractors hired will obtain the necessary licenses and permits as required.

Contractor agrees to comply with all applicable federal, state, county and municipal laws and regulations, including, but not limited to, affirmative action, equal employment, fair labor standards and all applicable provisions of the Occupational Safety and Health Act of 1970, as amended. Contractor agrees to ensure subcontractors and their employees comply with all applicable laws and regulations aforementioned.

Contractor also agrees to be, at all times, in full compliance with any and all applicable federal, state and local laws and regulations as they may change from time to time.

#### ARTICLE VII CANCELLATION AND/OR TERMINATION OF AGREEMENT

With Cause – If Contractor fails to perform his duties as specified in this contract, the City through its appointed representative, shall notify the Contractor to correct any default under the terms of this contract. Such notification may be made in writing, and delivered via regular, certified facsimile or email. If the Contractor fails to correct any default after notification of such default, the City shall have the right to immediately terminate this agreement by giving the Contractor ten (10) days written notice, and delivered via regular, certified facsimile or email. If the Contractor fails to correct any default(s) after notification of such default(s) are of such that they endanger the health, safety and/or welfare of the residents of Raymore, City may terminate this contract immediately and retain the services of an alternative contractor to perform the services for which Contractor may be held liable for such costs.

Without Cause – The City may cancel or terminate this agreement at any time without cause by providing sixty (60) days written notice, by certified mail, facsimile or email to the Contractor.

In the event this agreement is terminated, the City may hold as retainer the amount needed to complete the work in accordance with the bid specifications. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding requirements of this contract and orders issued prior to the effective date of cancellation.

No payment made under this Contract shall be proof of satisfactory performance of

the Contract, either wholly or in part, and no payment shall be construed as an acceptance of deficient or unsatisfactory services.

#### ARTICLE VIII ARBITRATION

In case of a dispute, the Contractor and the City may each agree to appoint a representative, who, together, shall select a third party attorney in good standing and licensed to practice law in Missouri, to arbitrate the issue. Resolution of the issue will be binding upon both parties.

#### ARTICLE IX WARRANTY

Contractor warrants that all workmanship shall be of good quality, in conformance with bid specifications and guarantee all materials, equipment furnished, and work performed for a period of two (2) years from the date of substantial completion as noted in the 2019 City of Raymore "Standard Contract Documents and Technical Specification & Design Criteria for Utility and Street Construction."

Contractor shall, within ten (10) days of written notice from the City, correct any work found to be defective, incorrect or not in accordance with the bid specifications.

#### ARTICLE X AFFIDAVIT of WORK AUTHORIZATION

Pursuant to 285.530 RSMo, the bidder must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by:

- \* submitting the attached AFFIDAVIT OF WORK AUTHORIZATION and
  - \* providing documentation affirming the bidder's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the bidder and 2) a valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security – Verification Division.

ARTICLE XI  
ENTIRE AGREEMENT

The parties agree that this constitutes the entire agreement and there are no further items or provisions, either oral or otherwise. Buyer agrees that it has not relied upon any representations of the Contractor as to prospective performance of the goods, but has relied upon its own inspection and investigation of the subject matter.

The parties have executed this agreement at The City of Raymore the day and year first above written.

**IN WITNESS WHEREOF**, the parties hereunto have executed two (2) counterparts of this agreement the day and year first written above.

**THE CITY OF RAYMORE, MISSOURI**

By: \_\_\_\_\_  
Jim Feuerborn, City Manager

Attest: \_\_\_\_\_  
Erica Hill, City Clerk

(CITY SEAL)

\_\_\_\_\_  
Company Name

By: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

(SEAL)

## **APPENDIX A**

### **ANTICIPATED SCOPE OF SERVICES:**

#### **1. INTRODUCTION AND PROJECT OVERVIEW**

The City of Raymore is soliciting proposals from qualified electrical design firms to provide professional engineering services for the design of electrical service and power distribution system upgrades at Recreation Park. The scope includes the design of electrical power upgrades to four (4) baseball fields located within the park.

Note: Lights on the two smaller fields were installed in 2018 and not in scope.

The existing electrical infrastructure, including two (2) Evergy services, pad mounted utility transformers and power distribution system, have been in service since the late 1990s. The service voltage is 120/240V, 1 PH, 3W. Each service is 800A with two 400A Panelboards on each. The existing field lighting is Musco HID type and will remain in use. The Musco lighting control panels will be reused.

The electrical distribution components are now outdated and must be replaced with all-new above-ground equipment. The scope of work includes:

1. Coordinate with the local utility (Evergy) to verify the service size is suitable for the present Park requirements.
2. The new electrical system should include but is not limited to the following:
  - a. Replacement of the existing two (2) transformers as required.
  - b. Reuse underground primary feeders where possible.
  - c. Update service meters to meet current Evergy standards by removing the CT's from the transformers and installing in a new CT cabinet.
3. Electrical design shall show the following:
  - a. Each service shall have a single Main Service disconnect switch. Shall be "SE" rated NEMA 3R (800A minimum).
  - b. The new distribution panelboard shall be sized to feed all existing loads with 25% spare capacity. Existing loads include Musco lighting circuits, scoreboards, concession stand and miscellaneous equipment.

- c. New secondary feeders, from the transformer to new distribution equipment. Reuse of existing underground electrical wire, where feasible, between new above ground and existing components.
- d. Reuse the existing Musco lighting control panels and confirm all control functions are operating the lighting originally installed.
- e. Power feeds to each of the existing light poles on all baseball and softball fields.
- f. A new power feed 120/240V, 1 PH (200A Minimum), in a PVC conduit, routed from one of the new panelboards to the existing concession stand to accommodate future building upgrades.
- g. Instructions for a new electrical equipment rack made of galvanized metal and sturdy construction in a safe and secure manner.
- h. All electrical design shall be per the latest version of the National Electrical Code (NEC) and State and Local codes.
- i. The selected design firm will be responsible for providing detailed construction documents suitable for soliciting construction bids. Shall include, sealed electrical drawings and specifications, stamped by a professional engineer licensed in the State of Missouri. The project shall also address the following:

## 2. SUBMISSION REQUIREMENTS

Interested firms shall include the following in their proposal:

- a. Company profile, including relevant project experience with park lighting and utility design.
- b. Project approach and timeline.
- c. Confirmation of who will be sealing the electrical drawings stamped by a Missouri-licensed engineer.
- d. All required Forms A-E.

## 3. ADDITIONAL BIDDING INFORMATION

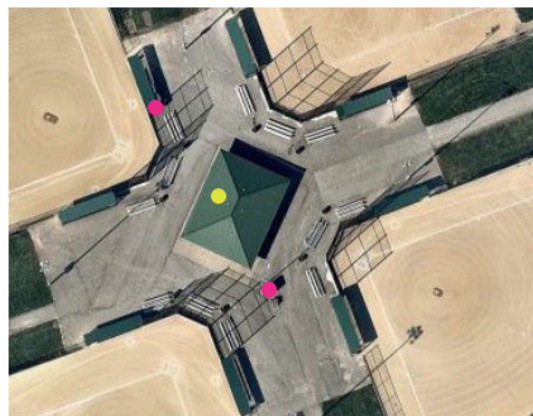
- 3.1 *Project questions:* All questions regarding the bidding of this project must be submitted to Kim Quade, CPPB, City of Raymore, Purchasing Specialist at (816) 892-3045 or ([kquade@raymore.com](mailto:kquade@raymore.com)). **All questions must be received (3) days prior to the bid opening.**

- 3.2 **Pre-Bid Meeting:** A pre-bid meeting will be held on August 26, 2025 at 11:00 a.m. at Raymore City Hall in the Council Chambers. Attendance at the pre-bid meeting is highly recommended but not required.
- 3.3 It is the contractor's responsibility to check for posted addendums to the Request for Proposal. Addendums are posted to the City website and QuestCDN.
- 3.4 Project is tax exempt.

Exhibit A  
Recreation Park, Raymore, MO



- Transformer and Panel Box
- Concessions Building



Enlarged Plan

**CITY OF RAYMORE, MISSOURI**  
**RFP # 25-463-201**

**Appendix B**  
**General Terms and Conditions**

A. *Procedures*

The extent and character of the services to be performed by the Contractor shall be subject to the general control and approval of the Parks Director or their authorized representative(s) in consultation with the Finance Director. The Contractor shall not comply with requests and/or orders issued by an unauthorized individual. The Parks Director will designate their authorized representatives in writing. Both the City of Raymore and the Contractor must approve any changes to the contract in writing.

B. *Contract Period*

Award of this contract is anticipated prior to the end of October, 2025.

C. *Insurance*

The Contractor shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with the work performed on behalf of the City of Raymore by the Contractor, its agents, representatives, employees or sub Contractors. The City of Raymore shall be named as an additional insured under such insurance contracts (except for Worker's Compensation coverage). A Certificate of Insurance will be required within ten calendar days from the date of receipt of the Notice of Award. Claims made on policies must be enforce or that coverage purchased for three (3) years after contract completion date.

1. General Liability

Owners and Protective Liability.

Minimum Limits

General Liability:

\$2,000,000 Each Occurrence Limit

4. Workers' Compensation

Limit as required by the Workers' Compensation Act of Missouri, Employers Liability, \$1,000,000 from a single carrier.

D. *Hold Harmless Clause*

The Bidder/Contractor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the City of Raymore, its officials, employees, agents, residents and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person

or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the Contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The Contractor agrees that this clause shall include claims involving infringement of patent or copyright.

E. *Exemption from Taxes*

The City of Raymore is exempt from state sales tax and federal excise tax. Tax exemption certificates indicating this tax exempt status will be furnished on request, and therefore the City shall not be charged taxes for materials or labor.

F. *Employment Discrimination by Contractors Prohibited/Wages/ Information*

During the performance of a contract, the Contractor shall agree that it will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor; that it will post in conspicuous places, available to employees and applicants for employment, notices setting forth nondiscrimination practices, and that it will state, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that it is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.

The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order so that the provisions will be binding upon each subcontractor or vendor used by the Contractor.

Contractor agrees to pay all employees involved in this contract the required wages as listed in the prevailing Wage Order 32 for Cass County, Missouri, USA.

G. *Invoicing and Payment*

The Contractor shall submit invoices, in duplicate, for services outlined above in the scope of services under Appendix A.

H. *Cancellation*

The City of Raymore reserves the right to cancel and terminate this contract in part or in whole without penalty upon 30 days written notice to the Bidder/Contractor. Any contract cancellation notice shall not relieve the Bidder/Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

I. *Contractual Disputes*

The Contractor shall give written notice to the City of Raymore of its intent to file a claim for money or other relief at the time of the occurrence or the beginning of the work upon which the claim is to be based.

The written claim shall be submitted to the City no later than sixty (60) days after final payment. If the claim is not disposed of by agreement, the City of Raymore shall reduce their decision to writing and mail or otherwise forward a copy thereof to the Contractor within thirty (30) days of receipt of the claim.

City decision shall be final unless the Contractor appeals within thirty (30) days by submitting a written letter of appeal to the Finance Director, or her designee. The Finance Director shall render a decision within sixty (60) days of receipt of the appeal.

J. *Severability*

In the event that any provision of this contract shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

K. *Applicable Laws*

This contract shall be governed in all respects by federal and state laws. All work performed shall be in compliance with all applicable City of Raymore codes.

L. *Drug/Crime Free Work Place*

Contractor acknowledges and certifies that it understands that the following acts by the contractor, its employees, and/or agents performing services on City of Raymore property are prohibited:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
2. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
3. Any crimes committed while on City property.

Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the City of Raymore in addition to any criminal penalties that may result from such conduct.

M. *Inspection*

At the conclusion of each job order, the Bidder shall demonstrate to the Public Works Director or his authorized representative(s) of the City that the work is fully complete and in compliance with the scope of services. Any deficiencies shall be promptly and permanently corrected by the Bidder/Contractor at the Bidder's/Contractor's sole expense prior to final acceptance of work, and normal warranties shall be issued at point of final acceptance by the City of Raymore.

N. *No Escalation of Fees*

The pricing of services contained in the contract for the selected Contractor shall remain in effect for the duration of the contract. No escalation of fees will be allowed.

*O. Permits/Certificates*

The successful Contractor shall be responsible for obtaining all permits, and for incurring all expenses associated with those permits, prior to proceeding with the scope of work and services described in this solicitation. Included in these permits will be the "Business License" required of all vendors doing business within the City limits of Raymore (unless otherwise directed by the City Clerk). This permit can be obtained from the office of the City Clerk, 100 Municipal Circle, Raymore, Missouri, 64083

*Q. Rejection of Bids*

The City reserves the right to reject any and all bids, to waive technical defects in the bid, and to select the bid deemed most advantageous to the City.

*R. Release of Information*

Pursuant to 610.021 RSMo, all documents within a request for proposal will become an open record to the public upon a negotiated contract being executed. All documents within a request for bid become open record as soon as the bid is opened. Bidders and proposers should be aware that all documents within a submittal will become open records.

*S. Affidavit of Work Authorization and Documentation*

Pursuant to Section 285.530 RSMo, the bidder must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by

- \* submitting the attached AFFIDAVIT OF WORK AUTHORIZATION and
- \* providing documentation affirming the bidder's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the bidder and 2) a valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security – Verification Division.

City of Raymore, Missouri

# Electrical Service & Power Distribution Upgrades at Recreation Park

Statement of Qualifications

September 4, 2025

**WILSON  
& COMPANY**  
HIGHER RELATIONSHIPS



September 4, 2025

Kim Quade, CPPB  
Purchasing Specialist  
City of Raymore  
100 Municipal Circle  
Raymore, Missouri 64083

Re: RFQ No. 25-463-201 – Recreation Park Baseball Light Plans

Dear Ms. Quade and Selection Committee,

We are pleased to submit our proposal for the electrical service and power distribution system upgrades at Recreation Park in Raymore, Missouri. [Wilson & Company, Inc., Engineers & Architects \(Wilson & Company\)](#) provides multidisciplinary services for Midwest municipal clients. With a robust team of professionals with a background in electrical engineering and specialized experience in municipal projects, we are confident we will deliver reliable solutions that meet the City of Raymore's (City) needs. By selecting Wilson & Company, the City will benefit from a responsive and experienced partner committed to delivering high-quality, cost-effective solutions.

Wilson & Company's qualifications include various projects, including [street lighting, traffic control systems, and electrical utility distribution upgrades](#), while adhering to local codes and industry standards. Our approach combines technical proficiency with a strong emphasis on collaboration and communication, maintaining stakeholder engagement throughout the project lifecycle.

Wilson & Company's portfolio of municipal electrical design includes systems that enhance public safety. Our team conducts [thorough site assessments, develops detailed technical specifications, and manages multidisciplinary teams](#) to achieve timely and budget-conscious results.

At Wilson & Company, our culture mirrors how we do business; we bring people together to practice their craft, to create value, and to accomplish great things. [Higher Relationships](#) is our commitment and genuine offer to build long-lasting relationships with our clients, partners, and communities. The pillars include [discipline, intensity, collaboration, shared ownership, and solutions](#). For Wilson & Company, our culture aligns with the City's goals and objectives, and we focus on achieving success together.

We are excited about the opportunity to [partner with the City and contribute to impactful projects that enhance community infrastructure](#). We look forward to discussing how Wilson & Company's experience and vision align with your project goals.

Sincerely,



Mike Williamson  
Project Manager  
816 701 3113  
micheal.williamson@wilsonco.com



Justin Klaut, PE, ENV SP  
Senior Vice President  
813 701 3178  
justin.klaut@wilsonco.com

# Project Understanding and Approach

## Project Scope Understanding

The City of Raymore (City) is soliciting qualifications and a proposal from Wilson & Company to provide full engineering design services for their proposed electrical system upgrades at Recreation Park. The City is undertaking an upgrade that will replace existing electrical equipment and utility service connections that have been in service since the late 1990s. This will include modifications to the primary Evergy service connection, new service equipment, installation of new padmount transformers, and the installation of new power panels as identified in the RFQ. The scope also encompasses the design and installation of equipment support racks, feeder circuits, raceway modifications, and the removal of existing electrical equipment. The existing Musco light poles, lighting control panels, and all equipment currently connected to the power panels will remain in place and are not part of the proposed upgrades.

## Project Approach

Wilson & Company is pleased to propose engineering design services for the City of Raymore's Recreation Park electrical system upgrade project. Our team will organize and execute the work to align with the project's delivery goals and technical requirements. As part of our commitment to understanding the City's objectives, our project manager has already conducted a site visit and met with City staff during the pre-bid process. This



engagement allowed us to identify key considerations that will inform the design phase. The following sections detail our approach to delivering a cost-effective, reliable, and future-ready solution for the City.

## Design Services

Upon receiving the notice to proceed, Wilson & Company will hold an in-person kick-off meeting with the City to review the project scope, design approach, schedule, and expected deliverables. This meeting will also serve as an opportunity to gather information about the existing electrical system, including one-line diagrams, plan drawings, and system connection and tie-in points. In conjunction with the kickoff, we will perform a site survey and assessment to support the development of design solutions.

Wilson & Company will provide electrical engineering services to support the City in the execution of the electrical service and power distribution system upgrade at Recreation Park. The proposed design will incorporate the development of two new electrical services, each rated at a minimum of 800 amps, 120/240V. These services will be connected to new distribution panelboards that will be designed to accommodate all existing electrical loads with an additional 25% spare capacity for future expansion. Existing loads include Musco lighting circuits and controls, scoreboards, and miscellaneous equipment.

A dedicated panelboard will be designed for the concession stand to re-feed existing electrical loads while also providing additional capacity to support future expansion. Where feasible, existing electrical feeders will be reused to connect new panelboards to existing equipment. The electrical design will comply with the National Electrical Code along with state and local codes.

In addition, coordination with Evergy will be undertaken to ensure the electrical utility service design aligns with current utility standards. The design will incorporate new utility meter stands and padmount transformers that meet Evergy's latest metering and transformer specifications. The existing underground primary service will be evaluated for potential reuse to optimize resources and reduce installation impact.

We will design and develop key project documentation, including one-line diagrams, plan drawings, demolition drawings, and electrical equipment specifications. Also, a detailed cost estimate will be prepared, outlining anticipated expenses for equipment procurement and installation. The estimate will include itemized costs for major components such as electrical equipment, site preparation, and installation labor.

## Project Management

We will develop a project management plan (PMP) prior to the start of the project. The PMP will cover the contract, correspondence, design criteria, budgeting requirements, CADD procedures, quality control process, and any specific project challenges. Additionally, the PMP will detail the specific work tasks to be completed for the project and establish the milestones, deadlines, deliverables, and project schedule. We will review the PMP during an internal project kickoff meeting with each member of the design team. This process makes sure that every design team member knows and understands the project goals.

Our project manager will be responsible for preparing, reviewing, and submitting invoices to the City. The project manager will also lead weekly coordination calls with the City's project manager to review progress, discuss upcoming activities, and address any design-related questions or issues.



## Internal Quality Control

In 2009, Wilson & Company established the Performance Management Office (PMO) to focus on improving the Company’s performance. The PMO’s mission is to make project execution more efficient and effective for our clients and staff. To further the PMO’s initiative, internal quality assurance audits are performed by the assigned PMO representative at various milestones throughout the project. During this audit, the PMO representative will review all project documentation against the scope of services (SOS), PMP, and schedule with the project manager and quality control manager. This is particularly beneficial on large projects with tight schedules.

No. _____	Date _____
<b>CHECKPRINT</b>	
Checked _____	Date _____
Backchecked _____	Date _____
Corrected _____	Date _____
Verified _____	Date _____
Drawing checked against calculations and calculation check confirmed.	
By _____	Date _____ n/a <input type="checkbox"/>

## Deliverables

Wilson & Company will submit all design documentation to City of Raymore for review and approval. All submittals will be delivered electronically in PDF format. The design submittals will include the following submissions:

- 90% Design Package:
  - Electrical site and power plan drawings.
  - Grounding plans.
  - One-line diagrams.
  - Panelboard schedules.
  - Electrical installation details.
  - Engineer’s estimate of probable cost.
  - Electrical equipment specifications.
- Final Design Package:
  - Signed and sealed electrical drawings and specifications

## Project Schedule

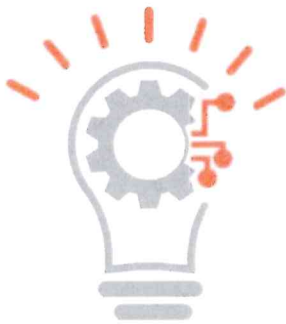
We understand that the project schedule is important to the City. Our approach will be to work closely with City staff to clearly identify project goals and key dates early on to eliminate any potential schedule delays. Our design team is available to begin work immediately on this project upon notice to proceed. We anticipate that we can meet the required 60 calendar day (8 week) completion. The milestone timeframe for this project after receipt of the Notice to Proceed are as follows:

Project Kickoff Meeting: .....	1 week after NTP
90% Design .....	5 weeks
City Review .....	2 weeks
Final Bid Documents.....	1 week
<b>Total Duration .....</b>	<b>8 weeks</b>

# Design Services Experience

## Wilson & Company Profile

Wilson & Company has brought more than 800 people together in 16 offices over nine states to build Higher Relationships through discipline, intensity, collaboration, shared ownership, and solutions with our clients, partners, and communities. Our Kansas City office has more than 100 staff members dedicated to producing successful designs and project outcomes. After 93 years of business, professionals continue to hone their craft with us including electrical, civil, mechanical, and structural engineering; architecture; planning; biology; surveying; lidar scanning; mapping; GIS specializations; drone piloting; financial analysis; program management; construction administration and observation; and a growing number of multidisciplinary specialties. We seek to create value for a diverse client base, including federal and municipal governments, public transportation agencies, railroad companies, industrial and commercial corporations, and private developers.



### Municipal experience and capabilities:

- Low and medium voltage distribution
- Aerial and underground design
- Substation design
- Power generation facilities
- Rate studies and cost of service evaluation
- SCADA/radio telemetry
- Building electrical and lighting design
- Control and plant automation systems
- Roadway and parking lot lighting

## Electrical Services

Wilson & Company seamlessly connects clients to the electrical grid through a comprehensive energy services program. Our team delivers integrated solutions from feasibility studies, aerial photography, surveying, and mapping to land acquisition, water engineering, site civil design, plant configuration, permitting, and transportation access. We continue to support through construction administration, field engineering, and contract closeout, making sure we complete projects efficiently and reliably.

Our area of expertise can assist in local oversight with contractors and field personnel. Years of collaboration with Departments of Transportation (DOTs), federal and municipal governments, Class I railroads, and utility providers enable us to identify opportunities in electrical infrastructure planning, design, and solutions. We excel in challenging situations, which brings successful outcomes that benefit our clients and the communities they serve.

Wilson & Company's electrical design team has a pragmatic approach from decades of experience in municipal power system design, along with a leading understanding of new technologies. Our approach is to provide electrical systems and components that match your needs, and provide a robust, maintainable project. We prioritize designing electrical systems with long-term adaptability in mind, making sure our solutions remain relevant and easily upgradeable as technologies evolve.

## Low Voltage Electrical Design Services

Wilson & Company provides comprehensive engineering services to support low-voltage electrical distribution projects for municipal clients. Our project experience spans electrical distribution system upgrades, commercial warehouse developments, water and wastewater lift stations and treatment facilities, and rail terminals. Our licensed professionals deliver tailored solutions across all phases of project development—from planning and design to implementation. Core capabilities include transformer and distribution panelboard design, cable sizing, and electrical system layouts. We also perform essential studies such as arc flash analysis, load flow modeling, protective device coordination, and short circuit evaluations to verify a safe and reliable electrical system. Drawing from our municipal project experience, we develop solutions that meet project requirements while supporting long-term operational resilience.

## Transmission and Distribution Power Systems

Wilson & Company has experience designing municipal electrical infrastructure upgrades, including new aerial lines and voltage conversion projects. Our team has designed substations for systems operating at 138kV and below, tailored to meet utility requirements. We have developed high and medium voltage distribution systems for municipalities and industrial facilities requiring power over extended distances. Our experience spans aerial and underground primary distribution design.

## Generation

Wilson & Company has designed and evaluated various emergency and standby engine generators, and back-up power systems for municipal clients. Our electrical engineers have completed comprehensive studies and design efforts for small- and large-scale generation projects, from standby systems to municipal power plant expansions. We have analyzed and implemented solutions across emergency power, cogeneration, and power plant additions. We provide clear, data-driven insights and recommendations, enabling our clients to make informed and logical decisions. Our broad experience equips us with the technical depth and practical knowledge to deliver reliable solutions.



## Relevant Project Experience for Firm

The following representative projects demonstrate our proven ability to help clients achieve their goals through thoughtful electrical design and effective project execution.



### East Mesa Public Recreation Complex, Los Cruces, NM (2024-ongoing)

Phase II of this project is currently under construction, following the successful completion of Phase I in the previous year. The initial phase included the installation of multiple electrical services, panelboards, and padmount transformers to support the park's infrastructure. This phase encompassed a complex of baseball diamonds, soccer fields, pickleball courts, and support buildings, with sports lighting systems coordinated in partnership with Musco. Phase II expands the scope to include additional restrooms, concession buildings, expanded pickleball, volleyball, and basketball courts, enhanced landscaping and hardscaping, extended site lighting, and the addition of a skate park.



### Public Works Facility, City of Belton, MO (2023)

This project initially focused on re-establishing electrical service to a complex of previously abandoned buildings. It involved coordinating a new utility service with Evergy and distributing power to ten separate buildings. The project progressed in 2023 with the addition of electrical design services for a new building and a washdown area, supporting continued site development.



## Heron Pond Park, Denver, CO (2022-ongoing)

This multi-phased project focuses on enhancing water quality, restoring the levee embankment, and developing a new park featuring expansive open spaces. Key elements include pathway and parking lot lighting, a maintenance garage, restrooms, public art installations, and playground areas. Due to the scale and complexity of the site, multiple utility services were required to support both the pathway lighting and facility infrastructure.



## Water Works Park, City of Mission, KS (2024)

This project included electrical design and new service connections for a prefabricated restroom facility, as well as lighting design for a picnic area canopy. Scope also included photometric analysis and strategic placement of solar-powered light poles to illuminate pedestrian pathways and playground areas.



## Little Mill Creek Trail Tunnel, City of Lenexa, KS (2023)

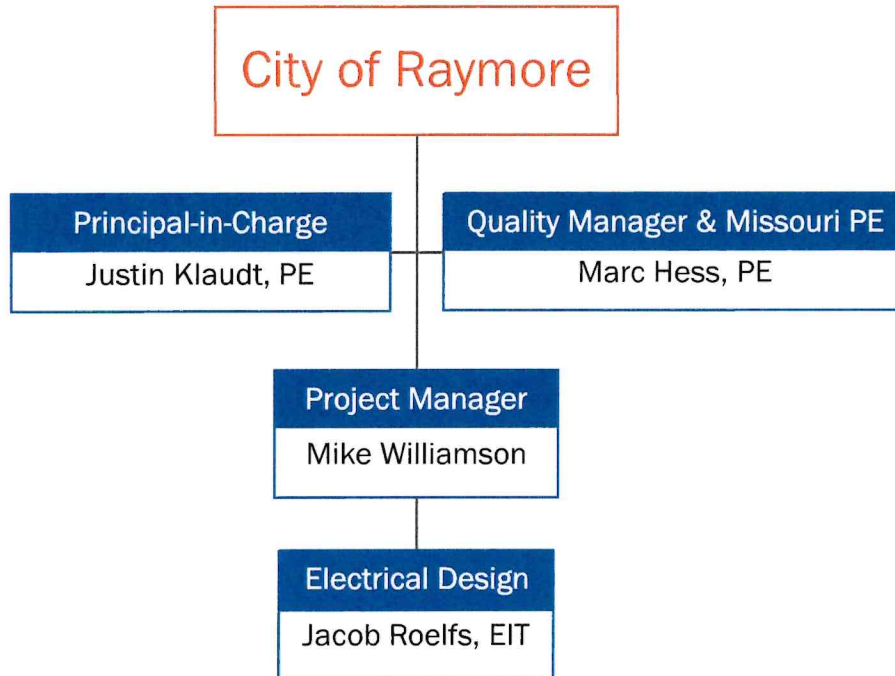
Wilson & Company served as engineering consultants for this project, which connected the Little Mill Creek Trail system to Sar-Ko-Par Trail Park in Lenexa. The scope included coordination with Evergy for utility service, design and installation of tunnel and pathway lighting, tunnel monitoring systems, pedestrian counting technology, and emergency blue light call boxes to enhance safety and user experience.

# Key Personnel and Resumes

## Meet Our Team

Wilson & Company provides a comprehensive, in-house team to support the City. We are organized by engineering specialty that provides function workflow and promotes multidisciplinary collaboration. Our team members' experience is highlighted in the following summaries.

## Organizational Chart



## Resources Available to Meet Proposed Schedule



### Mike Williamson Project Manager

Mike is experienced in electrical system design for municipal and commercial projects. He has designed and developed electrical systems for a variety of projects, including wastewater lift stations, water treatment plants, restaurants, community centers, warehouses, tenant improvements, and senior living facilities. Mike has produced detailed design layouts for low voltage power distribution, interior and exterior lighting systems, fire alarm systems, and electrical equipment rooms. He brings a proven ability to collaborate closely with mechanical and architectural teams along with client owners throughout all phases of design to ensure seamless integration of the electrical design. Mike is experienced in conducting through reviews of electrical equipment submittals to verify adherence to project specifications, applicable codes, and performance standards. He has project management experience in overseeing multidisciplinary project teams in executing engineering design for design-build projects of up to \$500K.

#### Experience

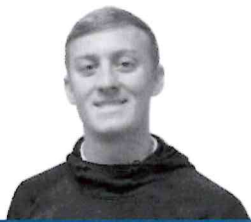
Total years: 19

#### Education

BS, Electrical Engineering

#### Relevant Experience

- John Barkley Plaza – Shawnee Mission Park Entrance Improvement, Shawnee, KS
- 16<sup>th</sup> & Clay Parking Lot Lighting Design, North Kansas City, MO
- Lake Olathe Parking Improvements, Olathe, KS



### Jacob Roelfs, EIT Electrical Design

Jacob has experience in electrical system design for various park and lighting projects. He has participated in on-site electrical and instrumentation construction support services at industrial facilities. Jacob has assisted with project drawings, including one-line diagrams, electrical equipment building layouts, wiring diagrams, medium and low voltage motor schematics, switchgear breaker control schemes, power and lighting plans, and grounding plans. He has experience executing electrical power system load flow studies, short circuit analysis, relay coordination studies, and arc flash hazard analysis.

#### Experience

Total years: 3

#### Education

BS, Electrical Engineering

#### Licenses and registrations

Engineer-in-Training (EIT):  
Kansas

#### Relevant Experience

- Escondida Lake RV Park, Socorro, NM
- Bosque State Park EV Charging, Los Cruces, NM
- Globeville Levee Trail Lighting, Denver, CO



## Marc Hess, PE

### Quality Manager and Engineer of Record

Marc has broad electrical design and consulting engineering experience. His knowledge covers all aspects of park electrical design, including site power distribution, lighting, instrumentation, electrical equipment, cabling, and arc flash hazard analysis. Marc has extensive experience in building electrical design, such as educational facilities and commercial projects. Building design capabilities include building power systems, lighting, telecom, and various specialized systems. Exterior designs for public, DOT, and municipal projects include roadway lighting, parks and recreation, and parking lot lighting.

#### Experience

Total years: 17

#### Education

BS, Electrical Engineering

#### Licenses and registrations

Professional Engineer: MO  
#2020013488

Also licensed in AR, CA, CO,  
IA, IL, KS, LA, MN, MT, NE,  
NV, NM, OR, UT, WA, WY

### Relevant Experience

- East Mesa Public Recreation Complex, Los Cruces, NM. Electrical Engineer.
- Public Works Facility, City of Belton, MO. Electrical Engineer.
- Heron Pond Park, Denver, CO. Electrical Engineer.
- Water Works Park, Mission, KS. Electrical Engineer.
- Little Mill Creek Trail Tunnel, Lenexa, KS. Electrical Engineer.

**PROPOSAL FORM A**  
RFP 25-463-201

**PROPOSAL VALIDITY AND COMMITMENT TO SIGN AGREEMENTS**

I (authorized agent) Justin C. Klaudt, PE, ENV SP having authority to act on behalf of (Company name) Wilson & Company, Inc., Engineers & Architects do hereby acknowledge that (Company name) Wilson & Company, Inc., Engineers & Architects will be bound by all terms, costs, and conditions of this proposal for a period of 90 days from the date of submission; and commit to sign the Agreements.

FIRM NAME: Wilson & Company, Inc., Engineers & Architects


ADDRESS: 800 East 101st Terrace, Suite 200  
Street

ADDRESS: Kansas City, MO 64131  
City State Zip

PHONE: 816-701-3100

E-MAIL: justin.klaudt@wilsonco.com

DATE: 9/4/2025  
(Month-Day-Year)

 Sr. VP  
Signature of Officer/Title

DATE: \_\_\_\_\_  
(Month-Day-Year)

\_\_\_\_\_  
Signature of Officer/Title

Indicate Minority Ownership Status of Bidder (for statistical purposes only):  
Check One:

- \_\_\_\_\_ MBE (Minority Owned Enterprise)
- \_\_\_\_\_ WBE (Women Owned Enterprise)
- \_\_\_\_\_ Small Business

**PROPOSAL FORM B**

RFP 25-463-201

**CONTRACTOR DISCLOSURES**

*The Contractor submitting this RFP shall answer the following questions with regard to the past five (5) years. If any question is answered in the affirmative, the Firm shall submit an attachment, providing details concerning the matter in question, including applicable dates, locations, names of projects/project owners and circumstances.*

1. Has the Firm been debarred, suspended or otherwise prohibited from doing business with any federal, state or local government agency, or private enterprise? Yes \_\_\_ No X
2. Has the Firm been denied prequalification, declared non-responsible, or otherwise declared ineligible to submit bids or proposals for work by any federal, state or local government agency, or private enterprise? Yes \_\_\_ No X
3. Has the Firm defaulted, been terminated for cause, or otherwise failed to complete any project that it was awarded? Yes \_\_\_ No X
4. Has the Firm been assessed or required to pay liquidated damages in connection with work performed on any project? Yes \_\_\_ No X
5. Has the Firm had any business or professional license, registration, certificate or certification suspended or revoked? Yes \_\_\_ No X
6. Have any liens been filed against the Firm as a result of its failure to pay subcontractors, suppliers, or workers? Yes \_\_\_ No X
7. Has the Firm been denied bonding or insurance coverage, or been discontinued by a surety or insurance company? Yes \_\_\_ No X
8. Has the Firm been found in violation of any laws, including but not limited to contracting or antitrust laws, tax or licensing laws, labor or employment laws, environmental, health or safety laws? Yes \_\_\_ No X  
  
*\*With respect to workplace safety laws, this statement is limited to willful federal or state safety law violations.*
9. Has the Firm or its owners, officers, directors or managers been the subject of any criminal indictment or criminal investigation concerning any aspect of the Firm's business? Yes \_\_\_ No X
10. Has the Firm been the subject to any bankruptcy proceeding? Yes \_\_\_ No X

## Legal Matters

1. Claims, Judgments, Lawsuits: Are there or have there been any claims, judgments, lawsuits or alternative dispute proceedings involving the Firm that involve potential damages of \$10,000 or more in the past 48 months?

Yes  No If yes, provide details in an attachment.

2. Complaints, Charges, Investigations: Is the Firm currently or has the firm been the subject of any complaint, investigation or other legal action for alleged violations of law pending before any court or governmental agency within the past 48 months ?

Yes  No If yes, provide details in an attachment.

## Required Representations

In submitting this RFP, the Firm makes the following representations, which it understands are required as a condition of performing the Contract Work and receiving payment for the same.

1. The Firm will possess all applicable professional and business licenses required for performing work in Raymore, Missouri.
2. The Firm satisfies all bonding and insurance requirements as stipulated in the solicitation for this project.
3. The Firm and all subcontractors that are employed or that may be employed in the execution of the Contract Work shall be in full compliance with the City of Raymore requirements for Workers' Compensation Insurance.
4. If awarded the Contract Work, the Firm represents that it will not exceed its current bonding limitations when the Contract Work is combined with the total aggregate amount of all unfinished work for which the Contractor is responsible.
5. The Firm represents that it has no conflicts of interest with the City of Raymore if awarded the Contract Work, and that any potential conflicts of interest that may arise in the future will be disclosed immediately to the City.
6. The Firm represents the prices offered and other information submitted in connection with its proposal for the Contract Work was arrived at independently without consultation, communication, or agreement with any other offeror or competitor.

7. The Firm will ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

## Form B Attachment

### Legal claims: summary of claims in the last five years

Wilson & Company has no contracts to disclose that have been terminated by our firm or officers of it, and we have never failed to complete a contract. We have no civil or criminal actions pending. The following identifies claims within the last five years. We have not been disqualified from working with the City or other public entities.

- In May of 2022, Wilson & Company was named as one of several defendants in a claim filed by an individual who was injured in an auto accident that occurred while driving through a construction zone. The plaintiff dismissed all claims.
- In July of 2023, Wilson & Company was named as one of several defendants in a claim filed by an individual who was injured in an auto accident that occurred while driving on a roadway alleging overgrown landscaping caused poor visibility. This matter was dismissed with prejudice.

## PROPOSAL FORM C

RFP 25-463-201

### **EXPERIENCE / REFERENCES**

To be eligible to respond to this RFP, every bidder must be in business for a minimum of one (1) year and must demonstrate that they, or the principals assigned to this Project, have successfully completed services, similar to those specified in the Scope of Service section of this RFP, to at least one customer with a project similar in size and complexity to the City of Raymore. \*Please list any Municipalities that you have done work for in the past, not including the City of Raymore.

Please provide a minimum of five references where your firm has performed similar work to what is being requested in the RFP and within the past 36 months. Please include ONLY the following information:

- Company Name
- Mailing Address
- Contact Person/Email
- Telephone Number
- Project Name, Amount and Date completed

<b>COMPANY NAME</b>	City of Belton
<b>ADDRESS</b>	520 Main Street, Belton, MO 64012
<b>CONTACT PERSON</b>	Gregory J Rokos
<b>CONTACT EMAIL</b>	grokos@belton.org
<b>TELEPHONE NUMBER</b>	816-812-1269
<b>PROJECT, AMOUNT AND DATE COMPLETED</b>	Public Works Facility Expansion, \$15,000, 2023 Public Works Facility Rehab, \$250,000, 2021

<b>COMPANY NAME</b>	Denver Department of Transportation and Infrastructure
<b>ADDRESS</b>	1444 Wazee St., Denver, CO 80202
<b>CONTACT PERSON</b>	Jim Cokeley
<b>CONTACT EMAIL</b>	Jim.Cokeley@denvergov.org
<b>TELEPHONE NUMBER</b>	303-587-3192
<b>PROJECT, AMOUNT AND DATE COMPLETED</b>	Heron Pond Park, ~\$30,000,000, Ongoing Final Phase of Construction

<b>COMPANY NAME</b>	City of Mission Parks and Recreation
<b>ADDRESS</b>	6200 Martway St, Mission, KS 66202
<b>CONTACT PERSON</b>	Penn Almoney
<b>CONTACT EMAIL</b>	palmoney@missionks.org
<b>TELEPHONE NUMBER</b>	913-722-8200
<b>PROJECT, AMOUNT AND DATE COMPLETED</b>	Water Works Park, \$500,000, 2024

<b>COMPANY NAME</b>	City of Las Cruces
<b>ADDRESS</b>	700 N Main Street, Las Cruces, NM 88001
<b>CONTACT PERSON</b>	David Viarreal
<b>CONTACT EMAIL</b>	dviarreal@lascruces.gov
<b>TELEPHONE NUMBER</b>	575-528-3332
<b>PROJECT, AMOUNT AND DATE COMPLETED</b>	East Mesa Public Recreation Complex Phase II, \$3,600,000, Construction Ongoing

<b>COMPANY NAME</b>	City of Lenexa
<b>ADDRESS</b>	17101 W 87th St Pkwy, Lenexa, KS 66219
<b>CONTACT PERSON</b>	Ben Clark
<b>CONTACT EMAIL</b>	bclark@lenexa.com
<b>TELEPHONE NUMBER</b>	913-477-7795
<b>PROJECT, AMOUNT AND DATE COMPLETED</b>	Little Mill Creek Trail Tunnel, \$1,800,000, 2024

State the number of Years in Business: 92

State the current number of personnel on staff: 97 locally on staff, +800 firm wide

**PROPOSAL FORM D**

RFP 25-463-201

Proposal of Wilson & Company, Inc., Engineers & Architects, organized and  
(Company Name)  
existing under the laws of the State of Missouri, doing business  
as Wilson & Company (\*) a corporation

To the City of Raymore, Missouri: In compliance with your Request for Proposal, Bidder hereby proposed and agrees to furnish all labor, tools, materials and supplies to successfully complete all requirements defined in City Project No. 25-463-201 – Recreation Park Baseball Light Panel.

This work is to be performed in strict accordance with the Plans and Specifications, including addendum number(s) N/A, issued thereto, receipt of which is hereby acknowledged for the following unit prices.

By submission of this Bid, each Bidder certifies, and in the case of a joint bid, each party thereto certifies as to his own organization, that this Bid has been arrived at independently, without consultation, communication or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.

The Bidder hereby agrees to commence work under this contract on or before the date specified in the *Notice to Proceed* and to fully complete the project in accordance with the completion dates specified in the Special Provisions.

Bidder further acknowledges that bidder is the official holder of the "Standard Contract Documents and Technical Specifications & Design Criteria for Utility and Street Construction, City of Raymore, Missouri."

(\*) Insert "a corporation, a partnership, or an individual" as applicable.

**BID PROPOSAL FORM E – Project No. 25-463-201**

**Recreation Park Baseball Light Plans**

<b>Bid Items</b>	<b>Units</b>	<b>Estimated Quantities</b>	<b>\$/Units</b>	<b>Total</b>
Signed and Sealed Drawings/Specification for Bidding	LS	1	\$ 15,700	\$ 15,700
Submit Engineer's Estimate of Probable Cost	LS	1	\$ 1,400	\$ 1,400
Submit for City Electrical Permit with Completed City Checklist	LS	1	\$ 1,100	\$ 1,100
<b>TOTAL BASE BID</b>				\$ 18,200

**Company Name** Wilson & Company, Inc., Engineers & Architects

**Total Base Bid for Project Number: 25-463-201**

\$ 18,200

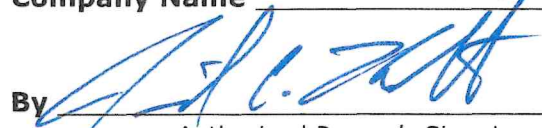
**In the blank above insert numbers for the sum of the bid.**

( \$ Eighteen thousand, two hundred dollars )

**In the blank above write out the sum of the bid.**

**BID PROPOSAL FORM E – RFP 25-463-201  
CONTINUED**

**Company Name** Wilson & Company, Inc., Engineers & Architects

**By**   
Authorized Person's Signature

Justin C. Klavdt, Sr. VP  
Print or type name and title of signer

**ADDENDA**

Bidder acknowledges receipt of the following addendum:

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

**Company Address** \_\_\_\_\_

800 East 101st Terrace, Suite 200

Kansas City, MO 64131

**Phone** 816-701-3178

**Fax** 816-942-3013

**Email** justin.klaudt@wilsonco.com

**Date** 9/4/2025

**LATE BIDS CANNOT BE ACCEPTED!**

**E - VERIFY AFFIDAVIT**  
(As required by Section 285.530,RSMo)

As used in this Affidavit, the following terms shall have the following meanings:

**EMPLOYEE:** Any person performing work or service of any kind or character for hire within the State of Missouri.

**FEDERAL WORK AUTHORIZATION PROGRAM:** Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

**KNOWINGLY:** A person acts knowingly or with knowledge,  
(a) with respect to the person's conduct or to attendant circumstances when the person is aware of the nature of the person's conduct or that those circumstances exist; or  
(b) with respect to a result of the person's conduct when the person is aware that the person's conduct is practically certain to cause that result.

**UNAUTHORIZED ALIEN:** An alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. 1324a(h)(3).

BEFORE ME, the undersigned authority personally appeared Justin Klaudt, who, being duly sworn, states on his oath or affirmation as follows:

Name/Contractor: Justin Klaudt

Company: Wilson & Company

Address: 800 E 101<sup>st</sup> +ec Ste 200 KCMO 64131

- 1 I am of sound mind and capable of making this Affidavit, and am personally acquainted with the facts stated herein.
- 2 Contractor is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the following services contracted between Contractor and the City of Raymore: Project # 25-463-201.
- 3 Contractor does not knowingly employ any person who is an unauthorized alien in connection with the contracted services set forth above.
- 4 Attached hereto is documentation affirming Contractor's enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

Wilson & Company

Company Name

*[Handwritten Signature]*

Signature

Name: Justin C. Kloudt

Title: Sr. Vice President

STATE OF Missouri COUNTY OF Jackson

Subscribed and sworn to before me this 4<sup>th</sup> day of September, 2025.

Notary Public: Porshia Bailey

My Commission Expires: 7/22/29 Commission # 25426552

PLEASE NOTE: Acceptable enrollment and participation documentation consists of the following 2 pages of the E-Verify Memorandum of Understanding:

- 1 A valid, completed copy of the first page identifying the Contractor; and
- 2 A valid copy of the signature page completed and signed by the Contractor, the Social Security Administration, and the Department of Homeland Security -Verification Division.

**PORSHIA BAILEY**  
 Notary Public-Notary Seal  
**STATE OF MISSOURI**  
 Commissioned for Jackson County  
 My Commission Expires: July 22, 2029  
 ID. #25426552



Company ID Number: 2305211

# THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR WEB SERVICES EMPLOYERS

## ARTICLE I PURPOSE AND AUTHORITY

The parties to this Agreement are the Department of Homeland Security (DHS) and <sup>Wilson & Company, Inc., Engineers & Architects</sup> (Web Services Employer). The purpose of this agreement is to set forth terms and conditions which the Web Services Employer will follow while participating in E-Verify.

A Web Services Employer is an Employer who verifies employment authorization for its newly hired employees using a Web Services interface.

E-Verify is a program that electronically confirms a newly hired employee’s authorization to work in the United States after completion of the Form I-9, Employment Eligibility Verification (Form I-9). This MOU explains certain features of the E-Verify program and describes specific responsibilities of the Web Services Employer, DHS, and the Social Security Administration (SSA).

For purposes of this MOU, the “E-Verify browser” refers to the website that provides direct access to the E-Verify system: <https://E-Verify.uscis.gov/emp/>. You may access E-Verify directly free of charge via the E-Verify browser.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, “Employment Eligibility Verification” and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

Before accessing E-Verify using Web Services access, the Web Services Employer must meet certain technical requirements. This will require the investment of significant amounts of resources and time. If the Web Services Employer is required to use E-Verify prior to completion and acceptance of its Web Services interface, then it must use the E-Verify browser until it is able to use its Web Services interface. The Web Services Employer must also maintain ongoing technical compatibility with E-Verify.

DHS accepts no liability relating to the Web Services Employer’s development or maintenance of any Web Services access system.

Company ID Number: 2305211

its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Web Services Employer.

**Approved by:**

<b>Web Services Employer</b>	
Wilson & Company, Inc., Engineers & Architects	
Name (Please Type or Print) Amy E Straquadine	Title
Signature Electronically Signed	Date 10/24/2023
<b>Department of Homeland Security – Verification Division</b>	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 10/31/2023



**WILSON  
& COMPANY**

HIGHER RELATIONSHIPS

800 East 101st Terrace  
Suite 200  
Kansas City, MO 64131  
Phone: 816 701 3100

[www.wilsonco.com](http://www.wilsonco.com)



CITY OF RAYMORE  
AGENDA ITEM INFORMATION FORM

DATE: 10/28/2025  
SUBMITTED BY: Nathan Musteen DEPARTMENT: Parks and Recreation  
ITEM CATEGORY: Action Item

TITLE / ISSUE / REQUEST  
Spirit of America Fireworks Display - Award of Contract

STRATEGIC PLAN GOAL / STRATEGY  
Goal 7.3: Develop and implement effective recreation programs, events and partnerships that support the use/rental of the City's Parks and Recreation facilities.

FINANCIAL IMPACT  
\$45,000 year 1, \$25,000 years 2 and 3

PROJECT TIMELINE

Estimated Start Date	Estimated End Date
7/3/2026	6/30/2028

STAFF RECOMMENDATION:  
Approval

OTHER BOARDS & COMMISSIONS ASSIGNED

- LIST OF REFERENCE DOCUMENTS ATTACHED
1. Bill 3996 - Fireworks Display Services
  2. J&M Contract - 2026

BACKGROUND / JUSTIFICATION

In August 2025, the City issued a request for proposals (RFP) for the annual Parks and Recreation fireworks display. One bid was received, staff determined that J&M Displays meets all requirements. J&M Displays has been the fireworks display provider for the past several years. We have a good working relationship with their team and are pleased with past displays.

The contract is one year only, with the option to renew for two (2) additional one-year renewal periods. The 2026 Spirit of America fireworks display will be held on July 3, 2026. The 2026 display will be an enhanced show for the 250th Celebration of America with a budget of \$45,000.00 for one year only. The 2027 and 2028 displays will be on June 25,

2027, and June 30, 2028, as part of the Festival of The Parks, a three-day event held on the last weekend of June. The 2027 and 2028 displays will have a budget of \$25,000 each.

Staff recommends the award of the fireworks display contract to J&M Displays, Inc. for July 3, 2026, with the option to renew the contract for an additional two, one-year extensions in 2027 and 2028.

**BILL 3996**

**ORDINANCE**

**“AN ORDINANCE OF THE CITY OF RAYMORE MISSOURI, APPROVING AND AUTHORIZING A CONTRACT WITH J&M DISPLAYS IN THE AMOUNT OF \$45,000 TO PROVIDE PYROTECHNIC SERVICES.”**

**WHEREAS**, the City annually hosts a fireworks event for the public in celebration of our nation’s independence in Recreation Park; and

**WHEREAS**, for the 250th Celebration of America, the City Council has approved an enhanced display for one year only; and

**WHEREAS**, City Staff advertised and received bids for professional pyrotechnic services; and

**WHEREAS**, the Parks and Recreation Staff found that the proposal from J&M Displays was the best and most responsive proposal submitted.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RAYMORE, MISSOURI, AS FOLLOWS:**

Section 1. The City Manager shall be the authorized representative of the City herein for all instruments identified in Section 5.2(i) of the Charter.

Section 2. The City Manager and the City Clerk are hereby directed and authorized to execute the Agreement for and on behalf of the City of Raymore.

Section 3. The Mayor, the City Clerk and the City Manager are hereby directed and authorized to take the necessary steps under the Agreement to implement its terms.

Section 4. Effective Date. The effective date of approval of this Ordinance shall be coincidental with the Mayor’s signature and attestation by the City Clerk.

Section 5. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**DULY READ THE FIRST TIME THIS 10TH DAY OF NOVEMBER, 2025.**

**BE IT REMEMBERED THAT THE ABOVE ORDINANCE WAS APPROVED AND ADOPTED THIS 24TH DAY OF NOVEMBER, 2025, BY THE FOLLOWING VOTE:**

Councilmember Abdelgawad  
Councilmember Baker  
Councilmember Barber  
Councilmember Burke III  
Councilmember Circo  
Councilmember Engert  
Councilmember Holman  
Councilmember Mills

ATTEST:

APPROVE:

\_\_\_\_\_  
Erica Hill, City Clerk

\_\_\_\_\_  
Kristofer P. Turnbow, Mayor

\_\_\_\_\_  
Date of Signature



CITY OF RAYMORE  
CONTRACT FOR SERVICES

**Spirit of America Fireworks Display**

This Contract for Spirit of America Fireworks Display, hereafter referred to as the **Contract** is made this 24th day of November, 2025, between J & M Displays, Inc., an entity organized and existing under the laws of the State of Iowa, with its principal office located at 18064 170th Ave., Yarmouth, IA 52660, hereafter referred to as the **Contractor**, and The City of Raymore, Missouri, a Charter City organized and existing under the laws of the State of Missouri, with its principal office located at 100 Municipal Circle, Raymore, Missouri, hereafter referred to as the **City**.

This contract and applicable attachments represent the entire understanding and agreement between the parties and no oral, implied, alterations or variations to the contract will be binding on the parties, except to the extent that they are in writing and signed by the parties hereto. This contract shall be binding upon the heirs, successors, administrators, executors and assigns of the parties hereto. In the event there are any inconsistencies in the provisions of this contract and those contained in the proposal they will be resolved in accordance with the terms of this contract.

This contract is effective as of November 24, 2025, and coincidental with the City Manager's signature and attestation by the City Clerk and shall remain in effect as described within the attachments.

ARTICLE I  
THE WORK

Contractor agrees to perform all work and provide all materials as specified in Request for Proposal 25-008 and the General Terms and Conditions in Appendix B, commonly referred to as Contract Terms and Conditions and according to Contract Agreement set forth here. Contractor agrees to provide all labor, materials, tools, permits, and/or professional services and perform the contracted work in accordance with all specifications, terms and conditions as set forth within the proposal documents, including bonding, insurance, prevailing wage requirements, and termination clauses as needed or required. The work as specified in Appendix A may commence upon the signing of this contract and scheduling and approval of the City.

ARTICLE II  
TIME OF COMMENCEMENT AND COMPLETION

The City of Raymore Spirit of America fireworks display will be held on Friday, July 3, 2026, with a rain date of Saturday, July 4, 2026, and the decision to postpone the display shall be at the sole discretion of the City. The firing site for the display is Recreation Park located on South Madison Street in Raymore.

The contract is one year only, with the option to renew for two (2) additional one-year renewal periods under the same terms and conditions with the dates being the last Friday of June each year (June 25, 2027 and June 30, 2028).

Upon agreement of both parties, the additional one-year terms may enter negotiations for a location and display change.

ARTICLE III  
CONTRACT SUM AND PAYMENT

The Contractor agrees to perform all work described in the Contract Documents in the amount of \$45,000.00 in 2026 and \$25,000 in years 2027 and 2028.

The City agrees to pay the Contractor as outlined in the Contract Documents and subject to deductions provided for in Articles IV and VI.

ARTICLE IV  
CONTRACT PAYMENTS

The Bidder shall submit invoices, in duplicate, for services outlined in the scope of services and according to the outlined schedule, with attachments. Payments will be made on the following schedule

- ½ of contract amount invoiced by bidder 8 weeks prior to display date, payment processed upon receipt of invoice
- Completion of contract amount invoiced 2 weeks prior to display date, payment processed upon completion of display

ARTICLE V  
INSURANCE REQUIREMENTS

Insurance shall be provided as outlined in the General Terms and Conditions Appendix B to the Contract.

ARTICLE VI  
DAMAGES/DELAYS/DEFECTS

The City will not sustain monetary damage if the whole or any part of this contract is delayed through the failure of the Contractor and/or his sureties to perform any

part or the whole of this contract. Thus, if at any time the Contractor refuses or neglects to supply sufficiently skilled workers or proper materials, or fails in any respect to execute the contract, including extras, with the utmost diligence, the City may take steps deemed advisable to promptly secure the necessary labor, tools, materials, equipment, services, etc., by contract or otherwise, to complete whatever portion of the contracted work which is causing delay or is not being performed in a workmanlike manner.

Contractor and/or their sureties will be liable to the City for any cost for labor, tools, materials, equipment, services, delays, or claims incurred by the City to finish the work.

Contractor will store, contain, or remove all debris, materials, tools, equipment and vehicles at the end of each day so that no hazardous or dangerous situations are created by the Contractor within the work location and surrounding area.

Contractor will promptly repair all damage to public and private property caused by their agents or employees. Should damages not be promptly repaired, the City will authorize the hiring of another Contractor or vendor with the necessary and applicable qualifications to do the repairs. The original Contractor agrees to promptly pay for the services of any such Contractor or vendor hired to do such repairs within 10 days of completion of the repairs.

Contractor shall immediately report, to the City, or a duly authorized representative, any accident whatsoever arising out of the performance of this contract, especially those resulting in death, serious injury or property damage. Contractor must provide full details and statements from any witnesses.

## ARTICLE VII RESPONSIBILITIES

The City shall provide all information or services under their control with reasonable promptness and designate the City Manager, or their designee (in writing) to render decisions on behalf of the City and on whose actions and approval the Contractor may rely.

The Contractor's responsibilities and obligations under this agreement are accepted subject to strikes, outside labor troubles (including strikes or labor troubles affecting vendors or suppliers of Contractor), accidents, transportation delays, floods, fires, or other acts of God, and any other causes of like or different character beyond the control of Contractor. Impossibility of performance (but not simply frustration of performance) by reason of any legislative, executive, or judicial act of any governmental authority shall excuse performance of or delay in performance of this agreement. The City and the Contractor shall agree upon such any delay or cancellation of performance and execute an agreement in writing documenting the excuse of performance or delay in performance of this agreement.

Contractor agrees to provide all materials, labor, tools, and equipment necessary to perform and complete the contract as specified.

All equipment will be of such a type and in such condition so as not to cause any damage to City property or the community at large. All equipment used within the jurisdictional boundaries of the City will meet the minimum requirements of OSHA (Occupational Safety Health Administration) and related federal, state, county, and city agencies and regulations, including but not limited to EPA (Environmental Protection Agency) and the NESHAPS (National Emission Standards for Hazardous Air Pollution). All material will be of a type and quality acceptable to the City, and which will not cause injury to property or persons.

Contractor will supervise and direct the work performed, and shall be responsible for their employees. Contractor will also supervise and direct the work performed by subcontractors and their employees and be responsible for the work performed by subcontractors hired by the Contractor. Contractor shall not assign its responsibilities to any subcontractor without the prior written agreement of the City which may be granted at the sole discretion of the City.

Contractor agrees to obtain and maintain, during the term of this contract, the necessary licenses and permits required by federal, state, county and municipal governments to perform the services as required by this contract. Contractor shall bear the cost of any permits which he is obligated to secure. Contractor will also ensure any subcontractors hired will obtain the necessary licenses and permits as required.

Contractor agrees to comply with all applicable federal, state, county and municipal laws and regulations, including, but not limited to, affirmative action, equal employment, fair labor standards and all applicable provisions of the Occupational Safety and Health Act of 1970, as amended. Contractor agrees to ensure subcontractors and their employees comply with all applicable laws and regulations aforementioned.

Contractor also agrees to be, at all times, in full compliance with any and all applicable federal, state and local laws and regulations as they may change from time to time.

#### ARTICLE VIII CANCELLATION AND/OR TERMINATION OF AGREEMENT

With Cause – If Contractor fails to perform his duties as specified in this contract, the City through its appointed representative, shall notify the Contractor to correct any default under the terms of this contract. Such notification may be made in writing, and delivered via regular, certified facsimile or email. If the Contractor fails to correct any default after notification of such default, the City shall have the right to immediately terminate this agreement by giving the Contractor ten (10) days written notice, and delivered via regular, certified facsimile or email. If the Contractor fails to correct any default(s) after notification of such default(s) are of

such that they endanger the health, safety and/or welfare of the residents of Raymore, City may terminate this contract immediately and retain the services of an alternative contractor to perform the services for which Contractor may be held liable for such costs.

Without Cause – The City may cancel or terminate this agreement at any time without cause by providing sixty (60) days written notice, by certified mail, facsimile or email to the Contractor.

In the event this agreement is terminated, the City may hold as retainer the amount needed to complete the work in accordance with the bid specifications.

#### ARTICLE IX ARBITRATION

In case of a dispute, the Contractor and the City may each agree to appoint a representative, who, together, shall select a third party attorney in good standing and licensed to practice law in Missouri, to arbitrate the issue. Resolution of the issue will be binding upon both parties.

#### ARTICLE X WARRANTY

Contractor warrants that the product shall be of good quality, in conformance with bid specifications and guarantee all materials, equipment furnished, and work performed. The City of Raymore reserves the right to deduct the cost of all shell(s) that misfire or those that fail to properly perform.

#### ARTICLE XI REQUIRED SAFETY TRAINING

Awarded contractors and their subcontractors must have completed all state and federal safety requirements required for pyrotechnicians and show certifications upon request.

#### ARTICLE XII AFFIDAVIT of WORK AUTHORIZATION

Pursuant to 285.530 RSMo, the bidder must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by:

- \* submitting the attached AFFIDAVIT OF WORK AUTHORIZATION and
- \* providing documentation affirming the bidder's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the bidder and 2) a valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security – Verification Division.

ARTICLE XIII  
ENTIRE AGREEMENT

The parties agree that this constitutes the entire agreement and there are no further items or provisions, either oral or otherwise. Buyer agrees that it has not relied upon any representations of Contractor as to prospective performance of the goods, but has relied upon its own inspection and investigation of the subject matter.

The parties have executed this agreement at The City of Raymore the day and year first above written.

**IN WITNESS WHEREOF**, the parties hereunto have executed two (2) counterparts of this agreement the day and year first written above.

**THE CITY OF RAYMORE, MISSOURI**

By: \_\_\_\_\_  
Jim Feuerborn, City Manager

Attest: \_\_\_\_\_  
Erica Hill, City Clerk

(CITY SEAL)

\_\_\_\_\_  
Company Name

By: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

(SEAL)

PROPOSAL FORM A  
RFP 25-008

**PROPOSAL VALIDITY AND COMMITMENT TO SIGN AGREEMENTS**

I (authorized agent) James Detken having authority to act on behalf of (Company name) J&M Displays Inc do hereby acknowledge that (Company name) J&M Displays Inc will be bound by all terms, costs, and conditions of this proposal for a period of 90 days from the date of submission; and commit to sign the Agreements.

FIRM NAME: J&M Displays, Inc.

ADDRESS: 18064 170th Ave  
Street

ADDRESS: Yarmouth IA 52060  
City State Zip

PHONE: (319) 394-3890

E-MAIL: jude@jandmdisplays.com

DATE: 09/04/2025 James Detken CEO.  
(Month-Day-Year) Signature of Officer/Title

DATE: \_\_\_\_\_  
(Month-Day-Year) Signature of Officer/Title

Indicate Minority Ownership Status of Bidder (for statistical purposes only):  
Check One:

- MBE (Minority Owned Enterprise)
- WBE (Women Owned Enterprise)
- Small Business

**PROPOSAL FORM B**  
RFP 25-008

**CONTRACTOR DISCLOSURES**

*The Contractor submitting this RFP shall answer the following questions with regard to the past five (5) years. If any question is answered in the affirmative, the Firm shall submit an attachment, providing details concerning the matter in question, including applicable dates, locations, names of projects/project owners and circumstances.*

1. Has the Firm been debarred, suspended or otherwise prohibited from doing business with any federal, state or local government agency, or private enterprise? Yes \_\_\_ No X
2. Has the Firm been denied prequalification, declared non-responsible, or otherwise declared ineligible to submit bids or proposals for work by any federal, state or local government agency, or private enterprise? Yes \_\_\_ No X
3. Has the Firm defaulted, been terminated for cause, or otherwise failed to complete any project that it was awarded? Yes \_\_\_ No X
4. Has the Firm been assessed or required to pay liquidated damages in connection with work performed on any project? Yes \_\_\_ No X
5. Has the Firm had any business or professional license, registration, certificate or certification suspended or revoked? Yes \_\_\_ No X
6. Have any liens been filed against the Firm as a result of its failure to pay subcontractors, suppliers, or workers? Yes \_\_\_ No X
7. Has the Firm been denied bonding or insurance coverage, or been discontinued by a surety or insurance company? Yes \_\_\_ No X
8. Has the Firm been found in violation of any laws, including but not limited to contracting or antitrust laws, tax or licensing laws, labor or employment laws, environmental, health or safety laws? Yes \_\_\_ No X  
  
*\*With respect to workplace safety laws, this statement is limited to willful federal or state safety law violations.*
9. Has the Firm or its owners, officers, directors or managers been the subject of any criminal indictment or criminal investigation concerning any aspect of the Firm's business? Yes \_\_\_ No X
10. Has the Firm been the subject to any bankruptcy proceeding? Yes \_\_\_ No X

## Legal Matters

1. Claims, Judgments, Lawsuits: Are there or have there been any claims, judgments, lawsuits or alternative dispute proceedings involving the Firm that involve potential damages of \$10,000 or more in the past 48 months?

\_\_\_\_\_ Yes        X   No      If yes, provide details in an attachment.

2. Complaints, Charges, Investigations: Is the Firm currently or has the firm been the subject of any complaint, investigation or other legal action for alleged violations of law pending before any court or governmental agency within the past 48 months ?

\_\_\_\_\_ Yes        X   No      If yes, provide details in an attachment.

## **Required Representations**

In submitting this RFP, the Firm makes the following representations, which it understands are required as a condition of performing the Contract Work and receiving payment for the same.

1. The Firm will possess all applicable professional and business licenses required for performing work in Raymore, Missouri.
2. The Firm satisfies all bonding and insurance requirements as stipulated in the solicitation for this project.
3. The Firm and all subcontractors that are employed or that may be employed in the execution of the Contract Work shall be in full compliance with the City of Raymore requirements for Workers' Compensation Insurance.
4. If awarded the Contract Work, the Firm represents that it will not exceed its current bonding limitations when the Contract Work is combined with the total aggregate amount of all unfinished work for which the Contractor is responsible.
5. The Firm represents that it has no conflicts of interest with the City of Raymore if awarded the Contract Work, and that any potential conflicts of interest that may arise in the future will be disclosed immediately to the City.
6. The Firm represents the prices offered and other information submitted in connection with its proposal for the Contract Work was arrived at independently without consultation, communication, or agreement with any other offeror or competitor.

7. The Firm will ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

**PROPOSAL FORM C**  
RFP 25-008

**EXPERIENCE / REFERENCES**

To be eligible to respond to this RFP, the proposing firm must be in business for a minimum of 3 years and must demonstrate that they, or the principals assigned to this project, have successfully completed services, similar to those specified in the Scope of Service section of this RFP, to at least one customer with a project similar in size and complexity to the City of Raymore. \*Please list any Municipalities that you have done work for in the past 48 months.

Please provide a minimum of five references where your firm has performed similar work to what is being requested in the RFP and within the past 36 months. Please include ONLY the following information:

- Company Name
- Mailing Address
- Contact Person/Email
- Telephone Number
- Project Name, Amount and Date completed

<b>COMPANY NAME</b>	City of Pittsburg KS
<b>ADDRESS</b>	P.O. Box 688, Pittsburg KS 66762
<b>CONTACT PERSON</b>	Toby Book
<b>CONTACT EMAIL</b>	TOBIAS.BOOK@pittks.org
<b>TELEPHONE NUMBER</b>	620.231.8310
<b>PROJECT, AMOUNT AND DATE COMPLETED</b>	2025 July Past 15 years, \$30,000

<b>COMPANY NAME</b>	City of Weatherby Lake MO
<b>ADDRESS</b>	7200 NW Eastside Drive, Weatherby Lake, MO 64152
<b>CONTACT PERSON</b>	Audrey Casas
<b>CONTACT EMAIL</b>	acasas@cityofweatherbylake-mo.gov
<b>TELEPHONE NUMBER</b>	816.741.5545
<b>PROJECT, AMOUNT AND DATE COMPLETED</b>	July Show Past 15 years 25K

<b>COMPANY NAME</b>	Sporting KC
<b>ADDRESS</b>	2020 Baltimore, Ste 400, Kansas City, MO 64108
<b>CONTACT PERSON</b>	Blake Mcfarland
<b>CONTACT EMAIL</b>	Blake.mcfarland@sportingkc.com
<b>TELEPHONE NUMBER</b>	913-302-8183
<b>PROJECT, AMOUNT AND DATE COMPLETED</b>	35K July show Past 5 years

<b>COMPANY NAME</b>	99-7 The Point, Audacy Radio, Christmas in the Sky
<b>ADDRESS</b>	7000 Squibb Rd. Mission, KS 66202
<b>CONTACT PERSON</b>	Tara Aud, Marcy Caldwell
<b>CONTACT EMAIL</b>	Tara.Ard@audacy.com, MCaldwell@jacksongov.org
<b>TELEPHONE NUMBER</b>	Tara 913-744-3600 Marcy Jackson Co 816-503-4831
<b>PROJECT, AMOUNT AND DATE COMPLETED</b>	Wednesday before Thanksgiving Past 10 + years 25K

<b>COMPANY NAME</b>	City of Raymore
<b>ADDRESS</b>	
<b>CONTACT PERSON</b>	
<b>CONTACT EMAIL</b>	
<b>TELEPHONE NUMBER</b>	
<b>PROJECT, AMOUNT AND DATE COMPLETED</b>	

State the number of Years in Business: 45

State the current number of personnel on staff: 60 Full Time 1500+ Seasonal

PROPOSAL FORM D  
RFP 25-008

Proposal of J & M Displays, Inc., organized and  
(Company Name)  
existing under the laws of the State of Iowa, doing business  
as (\*) J & M Displays, Inc

To the City of Raymore, Missouri: In compliance with your Request for Proposal, Bidder hereby proposed and agrees to furnish all labor, tools, materials and supplies to successfully complete all requirements defined in City Project No. 25-008- Fireworks Display.

This work is to be performed in strict accordance with the Plans and Specifications, including addendum number(s) \_\_\_\_\_, issued thereto, receipt of which is hereby acknowledged for the following unit prices.

By submission of this Bid, each Bidder certifies, and in the case of a joint bid, each party thereto certifies as to his own organization, that this Bid has been arrived at independently, without consultation, communication or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.

The Bidder hereby agrees to commence work under this contract on or before the date specified in the *Notice to Proceed* and to fully complete the project in accordance with the completion dates specified in the Special Provisions.

Bidder further acknowledges that bidder is the official holder of the "Standard Contract Documents and Technical Specifications & Design Criteria for Utility and Street Construction, City of Raymore, Missouri."

(\* ) Insert "a corporation, a partnership, or an individual" as applicable.

**E - VERIFY AFFIDAVIT**

(As required by Section 285.530,RSMo)

As used in this Affidavit, the following terms shall have the following meanings:

**EMPLOYEE:** Any person performing work or service of any kind or character for hire within the State of Missouri.

**FEDERAL WORK AUTHORIZATION PROGRAM:** Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

**KNOWINGLY:** A person acts knowingly or with knowledge,

(a) with respect to the person's conduct or to attendant circumstances when the person is aware of the nature of the person's conduct or that those circumstances exist; or

(b) with respect to a result of the person's conduct when the person is aware that the person's conduct is practically certain to cause that result.

**UNAUTHORIZED ALIEN:** An alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. 1324a(h)(3).

BEFORE ME, the undersigned authority personally appeared James Detken who, being duly sworn, states on his oath or affirmation as follows:

Name/Contractor: James J. Detken

Company: J&M Displays, Inc.

Address: 18064 170<sup>th</sup> Ave Yarmouth IA 52660

- 1 I am of sound mind and capable of making this Affidavit, and am personally acquainted with the facts stated herein.
- 2 Contractor is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the following services contracted between Contractor and the City of Raymore: Project #25-008.
- 3 Contractor does not knowingly employ any person who is an unauthorized alien in connection with the contracted services set forth above.

- 4 Attached hereto is documentation affirming Contractor's enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

J3M Displays, Inc.  
Company Name

James J. Detken  
Signature

Name: James J. Detken

Title: President

STATE OF Iowa COUNTY OF Des Moines

Subscribed and sworn to before me this 4 day of September, 2025.

Notary Public: Diana Holsteen

My Commission Expires: 10-31-2027 Commission # 725317



**PLEASE NOTE:** Acceptable enrollment and participation documentation consists of the following 2 pages of the E-Verify Memorandum of Understanding:

- 1 A valid, completed copy of the first page identifying the Contractor; and
- 2 A valid copy of the signature page completed and signed by the Contractor, the Social Security Administration, and the Department of Homeland Security -Verification Division.



Company ID Number: 215610

**Information Required for the E-Verify Program**

**Information relating to your Company:**

**Company Name:** J&M Displays, Inc.

**Company Facility Address:** 18064 170th Avenue

Yarmouth, IA 52660

**Company Alternate Address:**

**County or Parish:** DES MOINES

**Employer Identification Number:** 4212845

**North American Industry Classification Systems Code:** 713

**Parent Company:** \_\_\_\_\_

**Number of Employees:** 1,000 to 2,499

**Number of Sites Verified for:** 1

**Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:**

- IOWA 1 site(s)





# J&M Displays Proposal for: City of Raymore Raymore MO July 3 & 4

## Main Event

### 3 Inch Color Shells

Quantity	Name	Rising Effect
----------	------	---------------

- |   |   |  |
|---|---|--|
| 1 | Assortment A of 5 different J&M Cylinder shells                             |  |
| 1 | Assortment Y of 10 pairs (20 shells) J&M shells ELECTRIC FIRE (Low fallout) |  |
| 1 | Assortment A of 18 different (72 shells) J&M Brand Shells ELECTRIC FIRE     |  |

Category Shell Count: 97

### 3 Inch Finales

Quantity	Name	Rising Effect
----------	------	---------------

- |   |                                |  |
|---|--------------------------------|--|
| 6 | Spiderweb 10 Shot finale chain |  |
|---|--------------------------------|--|

Category Shell Count: 60

### 4 Inch Color Shells

Quantity	Name	Rising Effect
----------	------	---------------

- |   |   |  |
|---|---|--|
| 1 | Assortment of 4 J&M Long Duration shells                              |  |
| 1 | Assortment of 4 different Fancy J&M shells                            |  |
| 1 | Assortment of 4 different J&M Peony with brocade ring shells          |  |
| 1 | Assortment A Of 20 different J&M Brand shells ELECTRIC FIRE           |  |
| 2 | Assortment K Of 20 different J&M Brand shells ELECTRIC FIRE           |  |
| 2 | Assortment P of 20 different Patriotic J&M Brand shells               |  |
| 2 | Assortment V of 20 different Patriotic J&M Brand shells ELECTRIC FIRE |  |

Category Shell Count: 152

### 4 Inch Finales

Quantity	Name	Rising Effect
----------	------	---------------

- |   |   |  |
|---|---|--|
| 5 | Red and blue dahlia with white strobe 8 shot finale chain |  |
| 5 | Red white and blue dahlia 8 shot finale chain             |  |

Category Shell Count: 80

### 5 Inch Color Shells

Quantity	Name	Rising Effect
----------	------	---------------

- |   |   |  |
|---|---|--|
| 2 | Assortment B of 15 different Patriotic J&M Brand Shells     |  |
| 1 | Assortment D of 15 different J&M Brand shells ELECTRIC FIRE |  |
| 2 | Assortment E of 15 different J&M Brand shells               |  |
| 1 | Assortment L of 15 different J&M Brand shells ELECTRIC FIRE |  |
| 1 | Assortment R of 15 different J&M Brand shells ELECTRIC FIRE |  |
| 1 | Assortment W of 15 different J&M Brand Shells ELECTRIC FIRE |  |

Category Shell Count: 120

### 6 Inch Color Shells

Quantity	Name	Rising Effect
----------	------	---------------

- |   |  |  |
|---|--|--|
| 1 | Assortment N of 9 different J&M brand shells ELECTRIC FIRE           |  |
| 1 | Assortment T of 9 different J&M brand shells ELECTRIC FIRE           |  |
| 1 | Assortment W of 9 different J&M Brand Shells ELECTRIC FIRE           |  |
| 2 | Asst F of 9 diff Patriotic J&M brand shells                          |  |
| 2 | Wizard 6" Assortment B of 9 different J&M Brand shells ELECTRIC FIRE |  |

Category Shell Count: 63



# J&M Displays Proposal for: City of Raymore Raymore MO July 3 & 4

## Main Event

### Ignition Items

Quantity	Name	Rising Effect
585	Special Igniter (3m) (QUICKPLUGS) REGULATED, (USE in Multiples of 40 Only)	
Category Shell Count: 0		
Section Shell Count: 572		

## Finales

### 3 Inch Finales

Quantity	Name	Rising Effect
7	5 Salute with 5 gold willows 10 Shot finale chain	
9	Red salute and blue dahlia 10 Shot finale chain	
5	Report finale with colored tails 10 Shot finale chain	
Category Shell Count: 210		
Section Shell Count: 210		

## 8% Free for Early Payment

### 5 Inch Color Shells

Quantity	Name	Rising Effect
4	Wave to variegated	
4	Blue chrys with silver willow pistil	
4	Flower Crown with Color Dahlia Pistil	
4	Glittering willow	
4	Smiling Time Rain Ring (Happy Face to Crackle)	
Category Shell Count: 20		

### 6 Inch Color Shells

Quantity	Name	Rising Effect
1	Glittering to blue with pink pistil	
Category Shell Count: 1		

### 6 Inch Special Effect Shells

Quantity	Name	Rising Effect
2	3D ghost peony	
1	Glittering willow with pink lemon and light blue pistil	
1	Green Strobe	
Category Shell Count: 4		
Section Shell Count: 25		

## Free for Advertising



# J&M Displays Proposal for: City of Raymore Raymore MO July 3 & 4

## Free for Advertising

### 4 Inch Color Shells

Quantity Name Rising Effect

---

10 White strobe and red dahlia

Category Shell Count: 10

### 4 Inch Finales

Quantity Name Rising Effect

---

10 6 (SIX) SHOT finale chain (red wave blue cherry green dahlia gold wave to p

Category Shell Count: 60

Section Shell Count: 70

## 15% Free for Loyalty Program

### 3 Inch Color Shells

Quantity Name Rising Effect

---

- 4 Blue to crackling
- 4 Glittering willow
- 4 Kamuro chrys to White strobe w/white strobe pistil
- 4 White strobe with red dahlia

Category Shell Count: 16

### 4 Inch Color Shells

Quantity Name Rising Effect

---

- 4 Glittering willow
- 4 Glittering willow waterfall
- 4 Rainbow crossette
- 4 Red green and blue moving stars

Category Shell Count: 16

### 5 Inch Color Shells

Quantity Name Rising Effect

---

- 8 Star pattern, Blue
- 8 Star pattern, Red
- 8 Star pattern, White

Category Shell Count: 24

### 6 Inch Color Shells

Quantity Name Rising Effect

---

- 2 Glittering willow
- 2 Green Crossette chrysanthemum
- 2 Sky blue chrys with orange pistil
- 2 White strobe red dahlia

Category Shell Count: 8



# J&M Displays Proposal for: City of Raymore Raymore MO July 3 & 4

## 15% Free for Loyalty Program

### 6 Inch Special Effect Shells

Quantity	Name	Rising Effect
----------	------	---------------

2	Willow with multi-flash with purple pink lemon pistils	
---	--	--

Category Shell Count: 2

Section Shell Count: 66



# J&M Displays Proposal for: City of Raymore Raymore MO July 3 & 4

This proposal includes an extension of our \$10,000,000.00 spectator liability insurance, and workers compensation on our shoot team.

Total Price of Show: **\$45,000.00**

Total Shot Count: 943

Packing Check: 761

Date of Display: 11/30/-1

Customer Number: 10378

### Please Note the Following Comments:

The data in this proposal is confidential, and is to be accorded confidential treatment and shall not be disclosed other than to the official representative of the organization listed on the cover, and only then when in the evaluation of this proposal. Any reproduction of the contents of this proposal, whether in whole or in part, is expressly forbidden. J&M Displays, Inc. requests that all information be safeguarded from release pursuant to any request under the Freedom of Information Law of this state or any other state or jurisdiction; as it may cause competitive disadvantage to our company. The enclosed concepts and materials are the sole and exclusive property of J&M Displays, Inc. We reserve the right to make substitutions of equal or greater value. Prices and specifications are subject to change without notice. For choreographed displays the quantity and sizes of product may change based on the music selected; however, the dollar value of the product will remain the same.



# J&M Displays Proposal for: City of Raymore Raymore MO 26,27,28

## Main Event

### 3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
1	Assortment A of 5 different J&M Cylinder shells	mixed tails	\$215.00	\$215.00
1	Assortment Y of 10 pairs (20 shells) J&M shells ELECTRIC FIRE (Low fallout)		\$300.00	\$300.00
1	Assortment A of 18 different (72 shells) J&M Brand Shells ELECTRIC FIRE	mixed tails	\$1,100.00	\$1,100.00
Category Shell Count: 97				\$1,615.00

### 3 Inch Finales

Quantity	Name	Rising Effect	Price	Total
3	Spiderweb 10 Shot finale chain		\$210.00	\$630.00
Category Shell Count: 30				\$630.00

### 4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
1	Assortment of 4 J&M Long Duration shells	mixed tails	\$140.00	\$140.00
1	Assortment of 4 different Fancy J&M shells	mixed tails	\$140.00	\$140.00
1	Assortment of 4 different J&M Peony with brocade ring shells	mixed tails	\$140.00	\$140.00
2	Assortment K Of 20 different J&M Brand shells ELECTRIC FIRE		\$680.00	\$1,360.00
2	Assortment P of 20 different Patriotic J&M Brand shells	mixed tails	\$680.00	\$1,360.00
2	Assortment V of 20 different Patriotic J&M Brand shells ELECTRIC FIRE	mixed tails	\$680.00	\$1,360.00
Category Shell Count: 132				\$4,500.00

### 4 Inch Finales

Quantity	Name	Rising Effect	Price	Total
5	Red white and blue dahlia 8 shot finale chain	mixed tails	\$365.00	\$1,825.00
Category Shell Count: 40				\$1,825.00

### 5 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
1	Assortment D of 15 different J&M Brand shells ELECTRIC FIRE	mixed tails	\$740.00	\$740.00
2	Assortment E of 15 different J&M Brand shells	mixed tails	\$740.00	\$1,480.00
1	Assortment L of 15 different J&M Brand shells ELECTRIC FIRE		\$740.00	\$740.00
1	Assortment R of 15 different J&M Brand shells ELECTRIC FIRE		\$740.00	\$740.00
1	Assortment W of 15 different J&M Brand Shells ELECTRIC FIRE	mixed tails	\$740.00	\$740.00
Category Shell Count: 90				\$4,440.00

### 6 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
1	Assortment N of 9 different J&M brand shells ELECTRIC FIRE	mixed tails	\$750.00	\$750.00
1	Assortment T of 9 different J&M brand shells ELECTRIC FIRE	Mixed tails	\$750.00	\$750.00
1	Assortment W of 9 different J&M Brand Shells ELECTRIC FIRE	mixed tails	\$750.00	\$750.00
Category Shell Count: 27				\$2,250.00



# J&M Displays Proposal for: City of Raymore Raymore MO 26,27,28

## Free for Advertising

### 4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
5	White strobe and red dahlia	whistling tail	\$45.00	\$225.00
Category Shell Count: 5				\$225.00

### 4 Inch Finales

Quantity	Name	Rising Effect	Price	Total
7	6 (SIX) SHOT finale chain (red wave blue cherry green dahlia gold wave to p	mixed tails	\$365.00	\$2,555.00
Category Shell Count: 42				\$2,780.00
Section Shell Count: 47				

## 15% Free for Loyalty Program

### 3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Blue to crackling		\$22.10	\$44.20
2	Glittering willow	glitter tail	\$22.10	\$44.20
2	Kamuro chrys to White strobe w/white strobe pistil		\$22.10	\$44.20
2	White strobe with red dahlia	glitter tail	\$22.10	\$44.20
Category Shell Count: 8				\$176.80

### 4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Glittering willow	glitter tail	\$45.00	\$90.00
2	Glittering willow waterfall	glitter tail	\$45.00	\$90.00
2	Rainbow crossette		\$45.00	\$90.00
2	Red green and blue moving stars		\$45.00	\$90.00
Category Shell Count: 8				\$366.80

### 5 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
5	Star pattern, Blue		\$78.00	\$390.00
5	Star pattern, Red		\$78.00	\$390.00
5	Star pattern, White		\$78.00	\$390.00
Category Shell Count: 15				\$1,706.80

### 6 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Glittering willow	glitter tail	\$101.60	\$203.20
2	Green Crossette chrysanthemum	crackling tail	\$101.60	\$203.20
2	Sky blue chrys with orange pistil		\$101.60	\$203.20
2	White strobe red dahlia		\$101.60	\$203.20
Category Shell Count: 8				\$2,519.60



# J&M Displays Proposal for: City of Raymore Raymore MO 26,27,28

This proposal includes an extension of our \$10,000,000.00 spectator liability insurance, and workers compensation on our shoot team.

Subtotal Fireworks: **\$17,925.00**  
J&M Production: **\$7,075.00**  
Total Price of Show: **\$25,000.00**

Total Shot Count: 669  
Packing Check: 552  
Date of Display: 06/27/26  
Customer Number: 10378

### Summary of Free Items Added to Your Show

See Previous Pages for a Listing of Free Items

Free Items are Based on the \$17,925.00 Fireworks Subtotal

\$1,481.60	8% Free for Early Payment
\$2,780.00	Free for Advertising
\$2,835.60	15% Free for Loyalty Program
<b>\$7,097.20</b>	<b>Total Free</b>

**Your Price is \$25,000.00**

### Please Note the Following Comments:

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## Breakdown of Assortment Shells for: City of Raymore Raymore MO 26,27,28

**3" Assortment A of 18 different (72 shells) J&M Brand Shells ELECTRIC FIRE**

Name	Rising Effect
Aqua peony with silver palm	silver tail
Blood red and lemon dahlia	gold tail
Blue and Green with Golden rain ring	gold tail
Blue and Orange dahlia	gold tail
Bright willow (long duration) with Aqua ring	gold tail
Brocade Crown (long duration) and Orange strobe	gold tail
Flashing wave to Magenta and Lemon	gold tail
Flower Crown (long duration) with Red strobe pistil	gold tail
Gold wave to Purple and Green	gold tail
Gold wave to Red and Green	gold tail
Golden rain (long duration)	gold tail
Lemon peony with silver palm	silver tail
Magenta peony with silver palm	silver tail
Orange and Purple with Brocade crown ring	gold tail
Orange peony with silver palm	silver tail
Purple dahlia and Silver glittering flower	silver tail
Silver strobe willow (long duration)	silver tail
Time rain brocade crown(long duration)	gold tail

**3" Assortment Y of 10 pairs (20 shells) J&M shells ELECTRIC FIRE (Low fallout)**

Name	Rising Effect
Blue wave	
Green to crackling	
Lemon peony	
Orange peony with crackle pistil	silver tail
Purple peony with crackle pistil	
Red and blue peony	
Red to green ring with time rain pistil	
Silver peony with green pistil	
Violet wave	silver tail
Yellow wave	

**4" Assortment P of 20 different Patriotic J&M Brand shells**

Name	Rising Effect
Blue dahlia with red strobe pistil	mixed tails
Blue peony with white strobe willow waterfall pistil	mixed tails
Blue peony with red strobe pistil	mixed tails
Blue peony with Red to Silver crosseette ring	mixed tails
Blue to silver swish	mixed tails
Blue to red crosseette with silver strobe pistil	mixed tails
Blue to Red Lantern	mixed tails
Flashing silver to Blue chrys	mixed tails
Flashing silver to Red chrys	mixed tails
Flower crown with blue pistils	mixed tails
Flower crown with red pistils	mixed tails
Half Blue Half Red with Silver crown ring	mixed tails
Red dahlia with Silver strobe pistil	mixed tails
Red peony with white strobe willow waterfall pistil	mixed tails
Red strobe willow	mixed tails
Red strobe with blue pistil	mixed tails
Red to silver fly dragon	mixed tails
White dahlia with red strobe pistils	mixed tails
White strobe willow	mixed tails
White strobe with red strobe pistil	mixed tails

**3" Assortment A of 5 different J&M Cylinder shells**

Name	Rising Effect
Blue with silver whistles (cylinder)	
Color whistle with reports (cylinder)	
Orange with silver whistles (cylinder)	
Purple and orange with silver whistles (cylinder)	
Silver and purple with artillery (cylinder)	

**4" Assortment K Of 20 different J&M Brand shells ELECTRIC FIRE**

Name	Rising Effect
Blue Dahlia silver tail	
Brocade Crown	
Green coconut	
Eight Chrys.(Kaleidoscope)	
Flower Wave to Green	
Glitter crosseette	silver tail
Gold Willow	
Grass Green Peony with crackling pistil	silver tail
Green and Purple Peony	silver tail
Lemon Peony	silver tail
Lemon to Orange Peony	silver tail
Midnight Snow Ring with Double Color Peony	
Multi color chrysanthemum	silver tail
Orange Wave	
Pink Champagne to Violet	
Purple Peony with silver palm pistil	silver tail
Purple Wave with Green Pistil	
Red Flower Wave Ring with Yellow Pistil	
Red to Green Ring with Time Rain Pistil	
Yellow Wave	

**4" Assortment V of 20 different Patriotic J&M Brand shells ELECTRIC FIRE**

Name	Rising Effect
Blue chrysanthemum with silver coconut	Silver tail
Blue dahlia	Silver tail
Blue and red dahlia with white strobe	Silver tail
Blue and red peony with white strobe pistil	Silver tail
Blue peony	Silver tail
Blue peony with red pistil	Silver tail
Blue willow	Silver tail
Half blue half red with silver ring	Silver tail
Red chrysanthemum with silver coconut	Silver tail
Red dahlia	Silver tail
Red peony	Silver tail
Red white and blue peony	Silver tail
Red willow	Silver tail
Silver wave to blue	Silver tail
Silver wave to red	Silver tail
Willow to red white & blue	Silver tail
White dahlia	Silver tail
White peony	Silver tail
White strobe with Red ring in Blue ring	Silver tail
White willow	Silver tail



# Breakdown of Assortment Shells for: City of Raymore Raymore MO 26,27,28

## 6" Assortment W of 9 different J&M Brand Shells ELECTRIC FIRE

<u>Name</u>	<u>Rising Effect</u>
Blooming Flowers w/rising flowers	Rising flowers
Blue to orange w/willow waterfall to white strobe pistil	Gold tail
Brocade crown willow to white flashing	Gold tail
Brocade Kaleidoscope with salute	Brocade rising flowers
Golden Wave to color chrys	Gold tail
Golden wave to green moving stars w/crackling pistils	Gold tail
Half purple half green w/brocade ring	Brocade tail
Pink to Lemon Crossette	Gold tail
Silver whirl Flower Ring w/Red strobe pistil	Silver tail



## MISCELLANEOUS ITEMS

*Work Session Notes - September 23, 2025*

**Raymore Parks and Recreation Board  
Work Session Agenda**

**Tuesday, September 23, 2025  
6:00pm**

**City Hall  
100 Municipal Circle  
Raymore, Missouri 64083**

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**Members Present:** Chairman Kies; Members Collier, Cooper, Manson, Mapes, Trautman, VanAken and Harrison. Member Scott was absent

Director Musteen and Superintendents Rulo and Brennon were present.

**Call to Order** - 6:00pm

**1. Open Discussion**

Members of the Board asked various questions of staff. General discussion.

**2. Department Updates**

Park and Recreation staff gave updates on projects, recent conferences and general recreation programs and events. General discussion included the policy of recreation sports teams and how teams are selected.

**3. Park Signs**

Director Musteen discussed current park signs and the future Park Signage project in FY26. Musteen provided samples of signage regarding electric scooters, e-bikes etc. Discussion included the need to regulate these devices due to being unsafe and dangerous. General consensus was to wait on an invitation from the City Council to meet in a joint work session for discussion and direction for City Staff.

**4. Facility Rentals**

Recreation Superintendent Brennon presented a facility rental opportunity that required the Board's approval for negotiation. The Board director staff to proceed.

**5. Tree Board**

Director Musteen revisited the discussion on the transition of the Tree Board to a committee of the Parks and Recreation Board that was first addressed in January 2025. The Board is in favor of a sub-committee that will serve as the City Tree Board and director staff to move forward at the next meeting for Board and City Council approval.

**6. Other Discussion** - The Park Board and City staff engaged in a general discussion of the Sponsorship Policy as it relates to rentals, partnerships and revenue. The policy will continue as is but with future review and adjustments.

**7. Adjournment - 7:45pm**