



## **AGENDA**

Raymore Park Board Regular Meeting  
City Hall – 100 Municipal Circle  
Tuesday, December 10, 2024  
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 September 10, 2024 Meeting

**6. Staff Report**

- A. Recreation Staff Report
- B. Parks Staff Report
- C. Director Report

**7. Unfinished Business**

**8. New Business**

- A. Parks and Trails Public Art Locations - 2025
- B. Chamber of Commerce Membership - 2025

**9. Public Comment**

**10. Board Member Comment**

**11. Adjournment**

## **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 SPECIAL SESSION TUESDAY, SEPTEMBER 10, 2024, IN COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.**

**MEMBERS PRESENT:** Chairman Trautman; Members Collier, Kies, Manson and Mapes. Members Cooper and Scott are absent.

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

**1. Call to Order:** Chairman Trautman called the meeting to order at 6:55 pm.

**2. Roll Call**

**3. Pledge of Allegiance**

**4. 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

August 13, 2024

**Motion:** Member Manson moved to approve the minutes of the August 13, 2024 Park Board Meeting.

Member Collier seconded the motion.

**Discussion:** None

|              |          |                 |        |
|--------------|----------|-----------------|--------|
| <b>Vote:</b> | 5 Aye    | Member Collier  | Aye    |
|              | 0 Nay    | Member Cooper   | Absent |
|              | 2 Absent | Member Kies     | Aye    |
|              |          | Member Manson   | Aye    |
|              |          | Member Mapes    | Aye    |
|              |          | Member Scott    | Absent |
|              |          | Member Trautman | Aye    |

**5. New Business**

A. Parkland Dedication Requirement-Timber Ridge

Action Item

Parks Director Musteen presented a parkland dedication proposal from Timber Ridge for review and acceptance. The Development Services Department provided a staff memo and associated maps explaining the dedication / fee in lieu options.

**Motion:** Member Manson motions for approval of the fee in lieu of parkland from Timber Ridge in the amount of \$92,500.00

Member Collier seconded the motion.

**Discussion:** Member Mapes would like the Board to entertain the option to take the land since there are no parks near the Timber Trail neighborhood. Member Mapes voiced concerns about the lack of parks in the area of town and asked the board to consider even a small land donation. Director Musteen

explained his recommendation that the monetary donation could be used to help develop future parkland such as the next item on the agenda or the future Good Parkway land donation. Discussion Ensued. Board members preferred the fee in lieu option as recommended by the Director in this particular location.

|              |          |                 |        |
|--------------|----------|-----------------|--------|
| <b>Vote:</b> | 4 Aye    | Member Collier  | Aye    |
|              | 1 Nay    | Member Cooper   | Absent |
|              | 2 Absent | Member Kies     | Aye    |
|              |          | Member Manson   | Aye    |
|              |          | Member Mapes    | Nay    |
|              |          | Member Scott    | Absent |
|              |          | Member Trautman | Aye    |

**B. Parkland Dedication Requirement -White Tail Run** Action Item

Parks Director Musteen presented a parkland dedication proposal from Whitetail Run for review and acceptance. The Development Services Department provided a staff memo and associated maps explaining the dedication / fee in lieu options.

**Motion:**        Member Manson motions to accept the parkland dedication of 22 acres  
And a fee in lieu of \$61,789.50 for 3.65 acres of land.

Member Collier seconded the motion.

**Discussion:** None

|              |          |                 |        |
|--------------|----------|-----------------|--------|
| <b>Vote:</b> | 5 Aye    | Member Collier  | Aye    |
|              | 0 Nay    | Member Cooper   | Absent |
|              | 2 Absent | Member Kies     | Aye    |
|              |          | Member Manson   | Aye    |
|              |          | Member Mapes    | Aye    |
|              |          | Member Scott    | Absent |
|              |          | Member Trautman | Aye    |

**C. Award of Contract-Memorial Park Bridges** Action Item

Parks Director Musteen requested an award of contract to Terry Snelling Construction for the replacement of three bridges at Memorial Park along the Arboretum Trail.

**Motion:**        Member Manson moved to award the contract to Terry Snelling  
Construction Inc. for bridges replaced in Memorial Park at \$230,000.

Member Kies seconded the motion.

**Discussion:** None

|              |          |                 |        |
|--------------|----------|-----------------|--------|
| <b>Vote:</b> | 5 Aye    | Member Collier  | Aye    |
|              | 0 Nay    | Member Cooper   | Absent |
|              | 2 Absent | Member Kies     | Aye    |
|              |          | Member Manson   | Aye    |
|              |          | Member Mapes    | Aye    |
|              |          | Member Scott    | Absent |
|              |          | Member Trautman | Aye    |

## 5. Board Comment

Member Collier agreed on the need for parks on the West side of the city.

Member Mapes mentioned that residents sign up for date and times, but when that gets changed, it becomes difficult for the families to plan.

Member Manson commented on the mud run. He thanks the Staff for the event and the experience.

Member Kies recognizes the need for park space on the West side of Raymore, but did not agree with the location presented tonight. He also played on the pickleball courts and enjoyed them immensely.

Chairman Trautman appreciates Member Mapes comments on the development of land on the West side of the city. He addressed Member Mapes concerns for the sport programs as the Social Soccer program had so many registrations, the start time/date had to be moved.

## 6. Adjournment

**Motion:** Member Manson motioned for adjournment.  
Member Collier seconded the motion.

**Discussion:** None

|              |          |                 |        |
|--------------|----------|-----------------|--------|
| <b>Vote:</b> | 5 Aye    | Member Collier  | Aye    |
|              | 0 Nay    | Member Cooper   | Absent |
|              | 2 Absent | Member Kies     | Aye    |
|              |          | Member Manson   | Aye    |
|              |          | Member Mapes    | Aye    |
|              |          | Member Scott    | Absent |
|              |          | Member Trautman | Aye    |

The regular meeting of the Raymore Parks and Recreation Board adjourned at 7:07 pm

Respectfully submitted,

Greta Naab  
Parks & Recreation Office Assistant

# **STAFF REPORT**

**To:** Park Board  
**From:** Todd Brennon, CPRP  
Recreation & Facilities Superintendent  
**Date:** December 10, 2024  
**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**
  - Scheduling meeting for basketball season (November 13)
- Recreation Coordinator **Cecilia Walther**
  - The Fishing Derby had 30 participants on a cold and rainy day.
  - The Holiday Craft Fair had 98 vendors and our placer counted 1.7k visits to Recreation Park on 11/16.
  - Winter Woods Gnome paint class had 15 participants. Next class is on 12/13 and currently has 10 participants enrolled.
  - Fitness classes (Yoga, Zumba and Youth speed and agility) totaled 19 participants.
  - Launched the Adult Coloring Contest. The contest will run through the end of December with the winner being announced on 12/30.
  - Met with Omar's popcorn to discuss future sponsorships.
  - Scheduled future sponsorship meetings with current sponsors.
  - Teddies and Par-TEA stuff and fluff has 15 participants enrolled.
- Recreation & Facilities Superintendent **Todd Brennon**
  - Attended the Certified Public Management program through the University of Kansas' Public Management School on November 12 & 13.
  - Graduated from the Certified Public Management program through the University of Kansas' Public Management School on December 6.

**Recreation Programs**

- 50 plus programs running: Bunco, Bridge Club
- Youth Speed & Agility class
- Yoga class
- Zumba class
- Instructional Painting Classes

**Rentals/Events/Concessions**

- Rentals/Usage

**Centerview**

- November Elections
- 2 Cass County CPR Trainings
- 6 HOA Meetings
- 1 Birthday Party
- 1 Garden Club Meeting
- 1 Wedding Reception
- 1 Memorial Service
- 2 Monthly Square Dances
- Quilting/Sewing Seminar
- 1 Medicare Seminar
- Tri-County Art League
- Teacher Seminar
- Blood Drive
- Summit Homes Meeting
- Quincenera
- Edward Jones Client Dinner
- Standard Consulting Disability Interviews
- Family Gathering
- Christmas Shoppe
- Emerald Club Luncheon

**City Internal Usage**

- Shop With A Cop

**Program Usage**

- Bunco
- Bridge
- Square Dance Lessons
- Winter Woods Gnome Painting Class-15 Participants
- City Christmas Tree Painting Class-10 Participants

## RAC

### **Paid Rental**

- 46 volleyball rentals
- 1 basketball rental
- 8 birthday parties
- 1 cheer rental
- 1 end of season football party

### **Program Use**

- Adult Open Play Volleyball
- Yoga
- Zumba
- Youth Speed and Agility

### **Special Events**

- Fishing Derby
- Veterans Day Salute
- Holiday Craft Fair
- Christmas Tree Trail
- Mayor's Tree Lighting
- Teddies & Par-Tea stuff and fluff

### **Upcoming**

- Galentine's Day Bookfair 2/13.
- Spring Craft show 3/8.

### **Concessions**

- Concessions will be available to spectators and participants on Saturdays in the RAC during basketball games

### **Sports (Youth)**

- Winter
  - The youth basketball league gathered 414 participants this season
  - Kindergarten Basketball league in it first offering gathered 7 teams with a total of 54 participants this season
  - Futsal gathered a total of 35 participants

### **Sports (Tiny)**

- Winter
  - Tiny Basketball is still open to registrations and all 3 sections have spots available
    - 44 participants currently registered
  - The program will begin in January

**Sports (Adult)**

- **Winter**
  - Adult Open Play Volleyball
    - Scheduled for Monday evenings
    - 17 participants arrived for the first night of open play volleyball

## **STAFF REPORT**

**To: Park Board**  
**From: Steve Rulo**  
**Parks Superintendent**  
**Date: December 10, 2024**  
**Subject: Parks and Maintenance Report**

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### **Park Operations**

- Install Memorial Bench at the Pickle Ball courts.
- Scheduling the final walk thru with Wil Pav for the Trails Project.
- MDC stocked Johnston Lake with Trout.
- Been working on trimming trees and removing Honey Suckle for the Disc Golf Project.
- Finished up the prep work for the Mayors Tree Lighting.
- Did a walk thru with McConnell for the Pickleball Courts.
- Have the replacement playground equipment set up to start soon.
- The old bridges at Memorial Park have been removed, new bridges will be installed when they are delivered.
- The Arbor Day tree was planted at T B Hanna - Swamp White Oak, a few more trees will be replaced in the next couple of weeks.
- Restrooms in the Parks have been winterized and will remain closed until mid April. The restrooms at T B Hanna are opened all year, along with 1 at the North restrooms at Hawk Ridge Park.
- Infield Fines have been ordered to dress up the baseball fields this winter
- The Park Superintendent is working on the Tree City USA re-application.

## MONTHLY REPORT

December 2024

### Tree City USA

The Raymore Parks Maintenance staff planted a swamp white oak at T.B. Hanna Station to celebrate Raymore's 11th year as a Tree City through Tree City USA, a program of the Arbor Day Foundation that helps communities demonstrate and promote their commitment to making their spaces more green.



## Raymore Activity Center Expansion

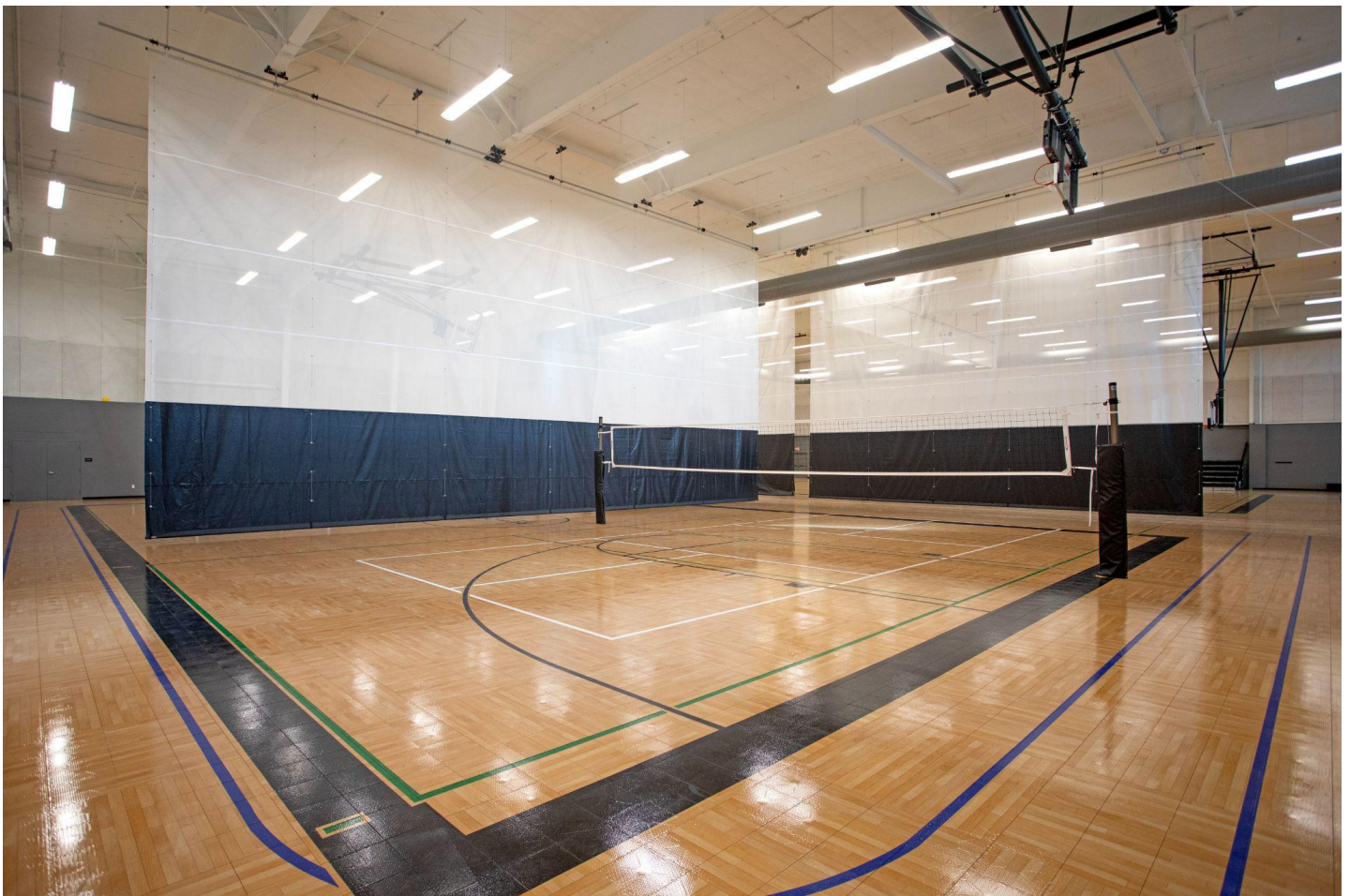
Completed - September 2024

Total facility 32,000 sq ft.

3.7 mil budget

The Raymore Activity Center (RAC) expansion project has been completed and the RAC is now open to the public. The newly expanded recreation facility located at Recreation Park at 1011 S. Madison St. features enhanced amenities designed to provide the community with more access for sports, fitness and other activities. The expansion includes two multipurpose rooms ideal for fitness classes, party rentals and meetings, along with an additional basketball court, two additional volleyball courts and two indoor pickleball courts.

The updated facility also houses an expanded walking track, renovated office space, a refreshed lobby and new storage areas, providing modern and practical spaces.



## Recreation Park & Memorial Park Trails

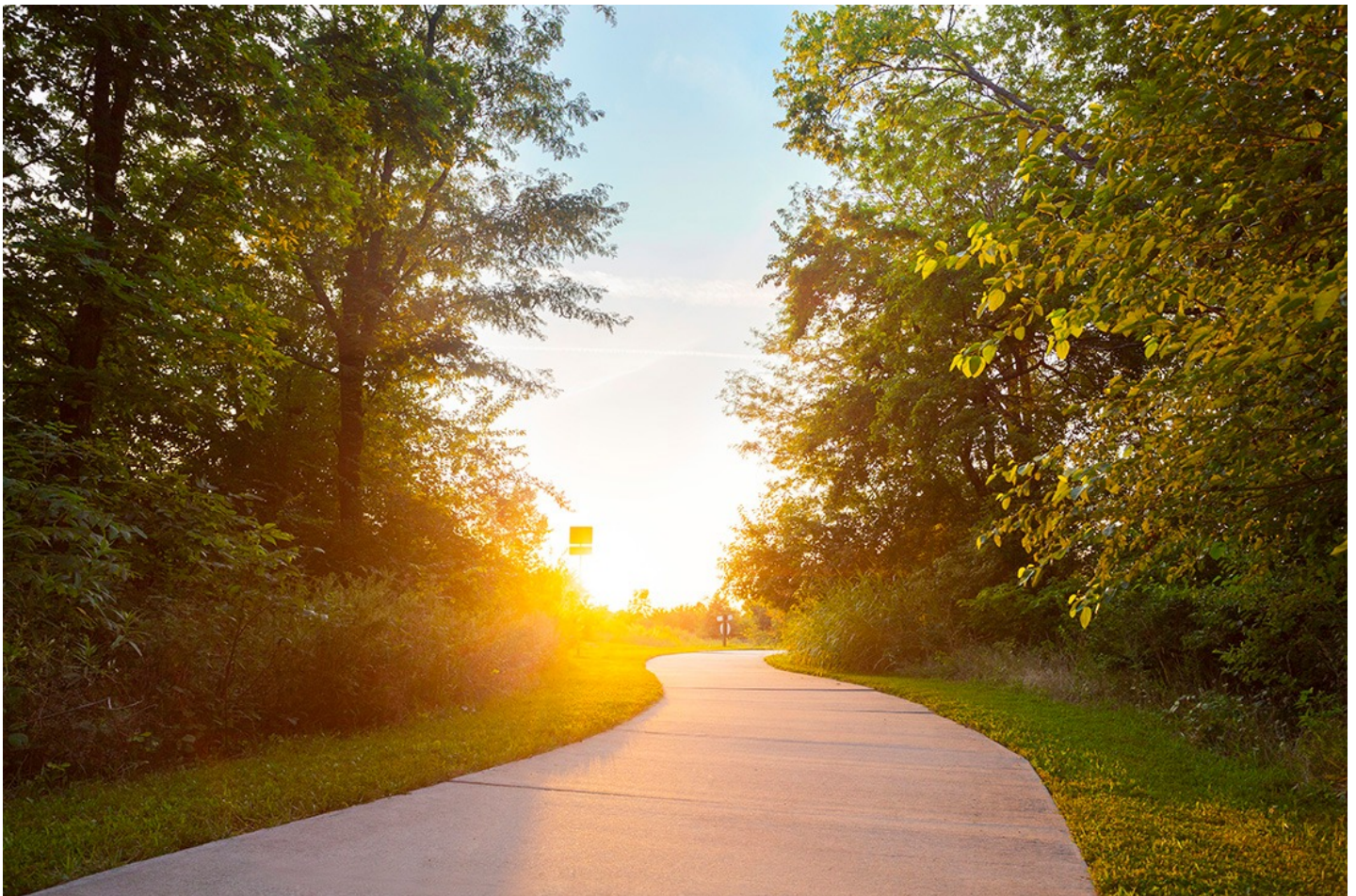
The Recreation Park and Memorial Park trail system were replaced this year. The aging trail system in both parks saw a complete removal of the old trails of varying age, widths and materials and was replaced with new 10ft wide concrete. Both trail systems included stormwater improvements to prevent flooding and ensure a safe experience. Pedestrian bollards were added at all trail interchanges to the parking lot and streets. The Arboretum Trail at Memorial Park included the replacement of the 3 wooden walking bridges that were over 30 years old. The new bridges are 10ft wide and replicate the boardwalks in other park locations.

Approximately 3 miles of trails were replaced in this 1st phase of a complete trail system replacement. Phase 2 is scheduled for the summer of 2025.

Completed - December 2024

Approximately 3 miles of trail replacement

1.4 mil budget



### Recreation Park Pickleball Courts

Recreation Park improvements this year included the addition of 3 pickleball courts with lights. The new courts took advantage of the concrete pad where the old skate park was located. Since opening for public use in the summer, the courts have proven to be a popular destination for park patrons. Facility lights were added in November 2024.

Completed - November 2024

3 Courts with lights

\$130,300.00 budget



### **Hawk Ridge Park - Outdoor Basketball Court**

The west side of Hawk Ridge Park continued to grow its athletic opportunities as the Parks and Recreation Department constructed a new full size outdoor basketball court. Along with the Ridge Bike Trails, the HRP soccer fields and the exercise trails, the new basketball court is the perfect addition to get outdoors and play.

Completed - June 2024

\$171,000.00 budget



## Centerview Boardwalk Butterfly Gardens (Centerview Detention Project)

Phase 1 of the Centerview landscape improvements approved by voters in the 2020 GO Bond redesigned the landscape surrounding Centerview and included a connecting trail and boardwalk.

Phase 2 included the reconstruction of the Centerview detention areas to improve the stormwater basins and create a monarch butterfly garden.

Phase 1: \$581,500 (Completed 2022)

Phase 2: \$532,300 (Completed, December 2024)





CITY OF RAYMORE  
AGENDA ITEM INFORMATION FORM

DATE: 12/10/2024  
SUBMITTED BY: Nathan Musteen DEPARTMENT: Parks & Recreation  
ITEM CATEGORY: Action Item

TITLE / ISSUE / REQUEST

Parks and Trails Public Art Locations - 2025

STRATEGIC PLAN GOAL / STRATEGY

1.2.1 Create a physical environment that inspires a sense of pride

FINANCIAL IMPACT

PROJECT TIMELINE

Estimated Start Date

Estimated End Date

STAFF RECOMMENDATION:

Approval

OTHER BOARDS & COMMISSIONS ASSIGNED

LIST OF REFERENCE DOCUMENTS ATTACHED

1. 2025 Parks & Trails Public Art Location Plan

BACKGROUND / JUSTIFICATION

In April 2024 the Park Board reviewed the public art location plan during a work session. Staff was directed to update the locations listed on the plan and provide a final draft in an upcoming business meeting. The plan is to be reviewed annually or as needed and provided to the Raymore Arts Commission. The updated plan is attached.

# **Parks and Trails Public Art Locations - 2025**

| <b>Park Locations for Public Art</b>                                                                                                                                              |                 |                                      |                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Map Location</b>                                                                                                                                                               | <b>Park</b>     | <b>Area</b>                          | <b>Site Description</b>                                                                                              |
| 1                                                                                                                                                                                 | Memorial Park   | Memorial Park Arboretum Trailhead    | South Trailhead entrance of the Memorial Park & Arboretum at the pedestrian crosswalk on Lucy Webb.                  |
| 2                                                                                                                                                                                 | Recreation Park | RP Trail                             | To be placed at the beginning of the trail in Recreation Park along Madison St.                                      |
| 3                                                                                                                                                                                 | Recreation Park | Kiosk & Flag Pole                    | Revamping of the landscaping at the RP Flag Pole near the Optimist Shelter and playground.                           |
| 5                                                                                                                                                                                 | Hawk Ridge Park | South trail by the pedestrian bridge | Where the trail splits, there is a triangle area. Park Staff have planted trees in that area, but they can be moved. |
| 6                                                                                                                                                                                 | Hawk Ridge Park | North parking area                   | Grass area west of the Fishing Dock                                                                                  |
| 7                                                                                                                                                                                 | Recreation Park | Pickleball Courts                    | Utilizing the pillar that the former skate park art was mounted on or surrounding locations.                         |
| 8                                                                                                                                                                                 | Good Parkway    | Foxridge Dr. Trailhead               | Across the street from Stonegate Elementary.                                                                         |
| <b>Future Sites for Consideration</b>                                                                                                                                             |                 |                                      |                                                                                                                      |
| <ol style="list-style-type: none"> <li>1. The Ranch (future parkland dedication)</li> <li>2. White Tail Run (future parkland dedication)</li> <li>3. Parkside Dog Park</li> </ol> |                 |                                      |                                                                                                                      |

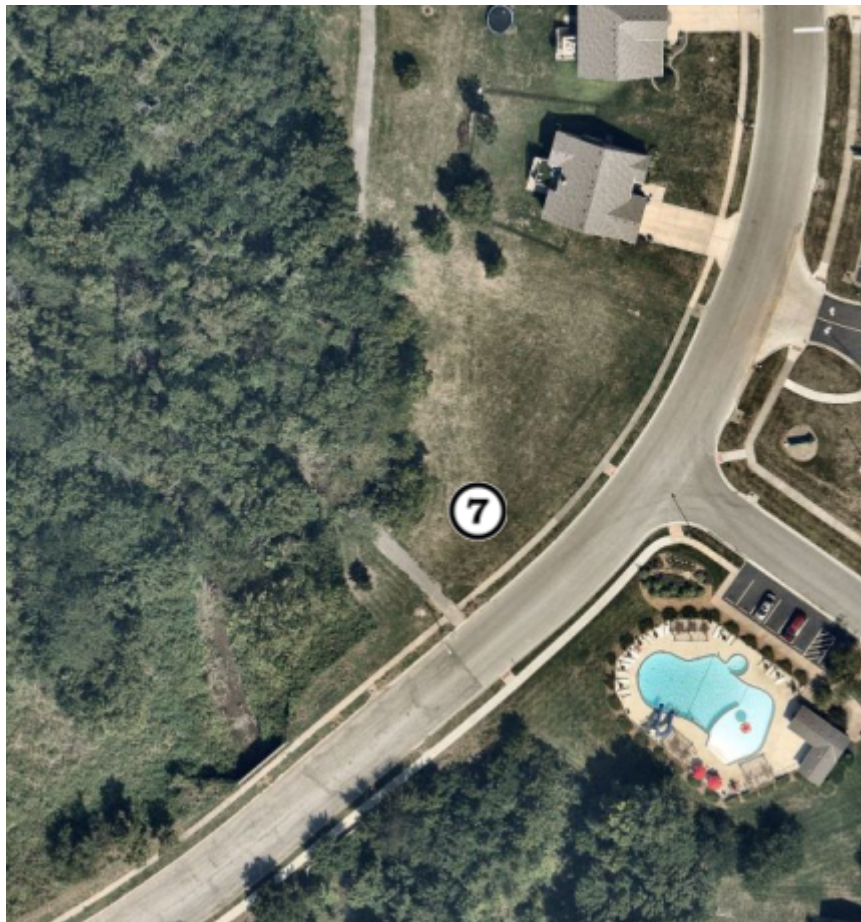
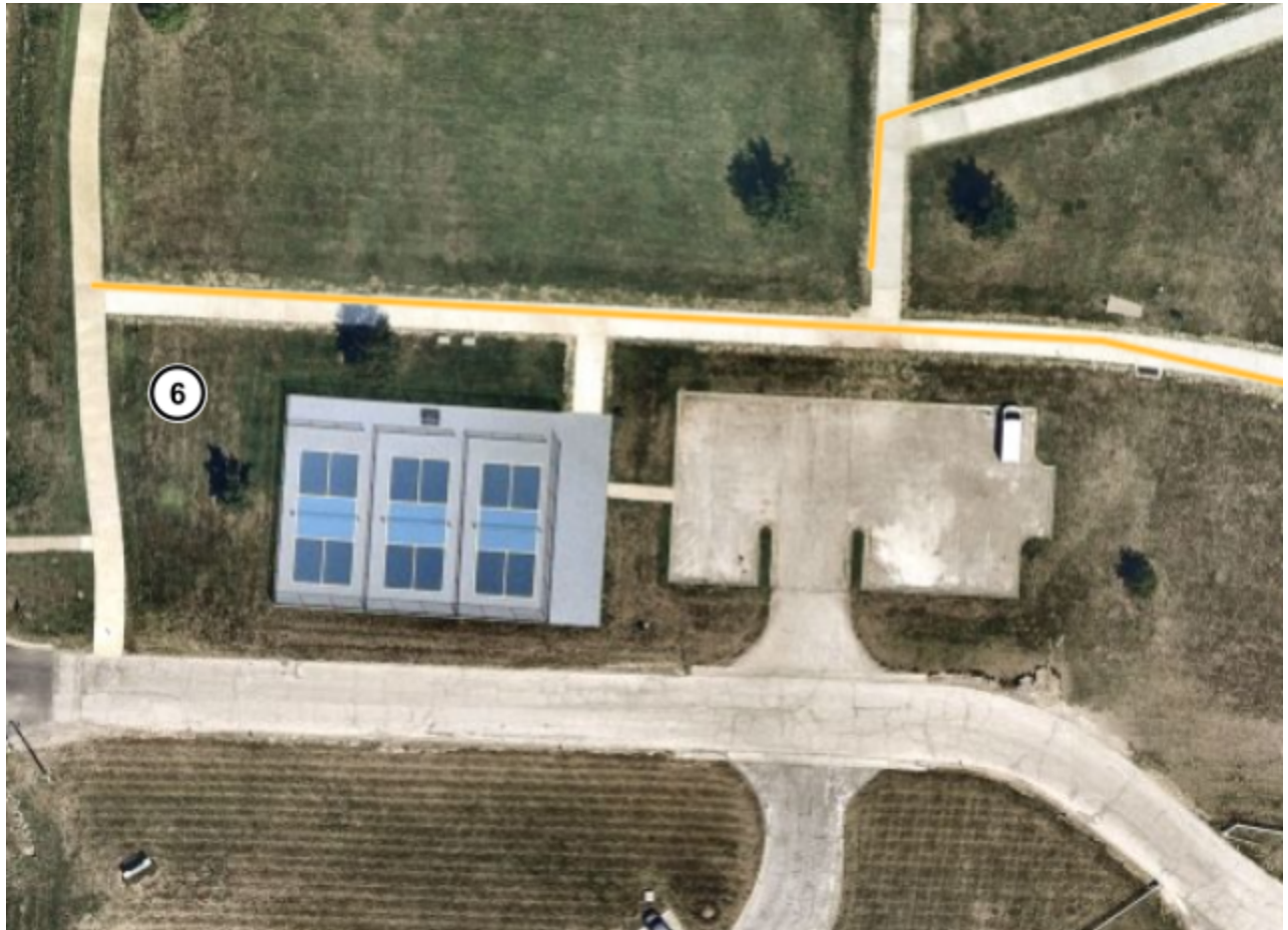
These locations have been evaluated and are recommended by staff to present to the Arts Commission as acceptable and encouraged for public art as provided through the public art committee process.

All other public art to be located in a public park or property under the care of the Raymore Parks and Recreation Board must be presented to the Raymore Parks and Recreation Board to approve the location prior to the public art process through the Raymore Arts Commission.

Approved by the Parks & Recreation Board: \_\_\_\_\_









CITY OF RAYMORE  
AGENDA ITEM INFORMATION FORM

DATE: 12/10/2024  
SUBMITTED BY: Nathan Musteen DEPARTMENT: Parks and Recreation  
ITEM CATEGORY: Action Item

TITLE / ISSUE / REQUEST

Chamber of Commerce Membership - 2025

STRATEGIC PLAN GOAL / STRATEGY

4.3.1 Develop and implement long-term funding strategies to support City operations and needs

FINANCIAL IMPACT

Community Partnership (Trade of Goods and Services valued at \$1000)

PROJECT TIMELINE

Estimated Start Date  
1/1/2025

Estimated End Date  
12/31/2025

STAFF RECOMMENDATION:

Approval

OTHER BOARDS & COMMISSIONS ASSIGNED

LIST OF REFERENCE DOCUMENTS ATTACHED

1. 2025 Agreement Between Raymore Parks and Recreation
2. Top Sponsor Packages 2025

BACKGROUND / JUSTIFICATION

The Parks and Recreation Department and the Raymore Chamber of Commerce partner on several community events and programs throughout the year. In an effort to support both entities and maintain a good community partnership, staff is presenting a 1 year membership. In exchange for a payment for membership fees, the Chamber will have access to 2 monthly luncheons in the year to offset the membership fees.

Additionally, in consideration of the 50th Golden Anniversary of the Raymore Chamber occurring in 2025, Parks will provide use of Centerview for a full day in exchange for the 'Chamber Champion' top sponsorship level in 2025.

Chamber Sponsorship package information and membership agreement are both attached.

**2025 Agreement Between Raymore Parks and Recreation (Parks) and  
The Raymore Chamber of Commerce (Chamber)**

The Chamber agrees to provide a one-year annual Chamber membership in 2025 for use of Park facility event space for Chamber events such as luncheons and meetings. The Chamber membership will be provided to Parks in lieu of cash payment.

Additionally, in consideration of the 50<sup>th</sup> Golden Anniversary of the Raymore Chamber occurring in 2025, Parks will provide use of Centerview's event space for a full day in exchange for the 'Chamber Champion' top sponsorship level in 2025 (see attached).

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Raymore Parks Representative  
Representative

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Raymore Chamber

# TOP SPONSOR PACKAGES

## PRESTIGE MEMBERSHIP PACKAGE ADD-ON

TOP MEMBERSHIP STATUS IN OUR SPECIAL 50TH YEAR CELEBRATION

### CHAMBER CHAMPION (UP TO 8 AVAILABLE)

- Your logo on our Chamber homepage with recognition as a 'Chamber Champion'.
- Your logo included in your listing on the website (\$50 value)
- Your logo on the footer of our 'What's Up' member newsletter.
- Signage in the Chamber office with your logo and recognition of all Chamber Champion sponsors.
- Chamber page in the 2025 Community Guide with your logo included as an exclusive 'Chamber Champion'
- Your 'enhanced' listing on our website. (\$200 value)
- Special digital Chamber Champion 'badge' you may use on your website and in your marketing.
- Your listings in the 2025 edition of the Raymore Community Guide will be highlighted to stand out from other members.
- Email announcement to all members of your Chamber Champion status.
- New Resident Marketing Program (\$150 value)
- Social media promotion of your 'Champion' status.

**\$1,000 annually. Claim by Jan 15 to receive ALL the above benefits.**

### Impactful Investor (UP TO 12 AVAILABLE)

- An enhanced website listing to make you stand out from other member listings. (\$200 value)
- Your business name included and recognized on our homepage as an 'Impactful Investor'
- 2025 Community Guide recognition of the name of your organization with other 'Impactful Investors'
- Highlighted listing in the Raymore Community Guide-2025 edition.
- An additional category listing if you choose. (\$25 value)
- Your logo added to your website listing. (\$50 value)
- One time recognition as an 'Impactful Investor' in the 'What's Up' newsletter.

**\$600 annually**