



Raymore Park Board Work Session Agenda

**Tuesday, January 26, 2016
6:00PM - City Hall
100 Municipal Circle
Raymore, Missouri 64083**

1. FY14 CIP - Raymore Disc Golf Project

- a. Director Musteen will present the project completion timeline and final work to be completed for the Disc Golf CIP project.

2. Hawk Ridge Park - ADA Dock and Restroom CIP Project

- a. Park Superintendent Rulo will discuss options for an ADA Dock and Restroom facility offered by the Missouri Department of Conservation Community Assistance Program (CAP).

3. Sub-Committee Meeting Schedule Update

- a. Director Musteen will provide an updated schedule for the Park Board Sub-Committees.

4. Adjournment



Raymore Park Board Agenda Item Information Form

Date: 1/26/2016
Submitted By: Nathan Musteen
Division: Park Board
Agenda Item: Work Session Item #1

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

Title / Issue / Request:

Recreation Park Disc Golf Course

Background / Justification:

In early 2013, the Park Board received one (1) response to an RFP for design of a Disc Golf Course in Hawk Ridge Park. The bid was rejected due to excessive price.

The Park Board in its February, 2014 meeting directed that the Disc Golf Course be designed in house and moved from Hawk Ridge Park to Recreation Park. Park Board Member Eric Eastwood volunteered to complete the course design and Parks Maintenance Staff would complete the installation.

This project is currently funded with a budget of \$25,000 in the 2014 Capital Improvement Plan. As this project was determined to be designed and built without the use of consultants or contractors, a project completion date was not designated.

The following is a list of items that have been completed thus far:

- Purchased 20 baskets
- Purchased flags to go on top of baskets



- Installed the baskets on the front 9 holes in the summer of 2014
- Installed Tee Pads on the front 9 in the fall of 2014
- An Eagle Scout installed the baskets on the back 9 in the spring of 2015
- Staff installed Tee Pads on the back 9 in the spring of 2015
- Installed flags on all baskets
- Staff cut and trimmed trees in the fairways of certain holes
- Staff mowed fairways and added the addition to their weekly mowing schedule
- Staff installed a Kiosk by hole number 1
- Staff has planted trees throughout the back 9
- Purchased additional flags for the course baskets
- Mulching and additional clean-up performed in preparation for the 2016 Ice Bowl
- Updated course maps have been created

Currently left to do:

- Install the french drain to release the water off the trail and hole number 10.
- Purchase and install a Kiosk around hole number 10, to advertise the course.
- An Eagle Scout has contacted staff about installing hole markers on the back 9.
- Purchase and plant more trees throughout the course.
- Design, Purchase and Install course signage

Financial Impact:

As the new fiscal year began on November 1st, City staff has been tasked with updating all current projects and preparing for the upcoming fiscal year and capital projects. The Parks Department has been asked to bring a close to the FY14 Disc Golf project with an estimated project completion date.

Project Budget: \$25,000 (Park Sales Tax Fund)
Current expenses to date: \$11,567

Estimated Expenses left: \$6500 to \$7000

Project Timeline:

The project timeline has been altered to accommodate the April 5th, G.O. Bond election. Staff is waiting on the outcome of the election to complete signage and permanent features due to the potential Recreation Park Activity Center construction that would change the front 9 portion of the course.

- January - April: Completion of all maintenance items and final installation items
- May - June: Hole signage and informational kiosks designed and installed
- July: Project Acceptance and Ribbon Cutting



Staff Requests:

Staff requests Park Board discussion and direction regarding the following items:

- Alternate pin location

Attachments / Reference Items:

- Pictures of Alternate Pins
- Updated Course Map

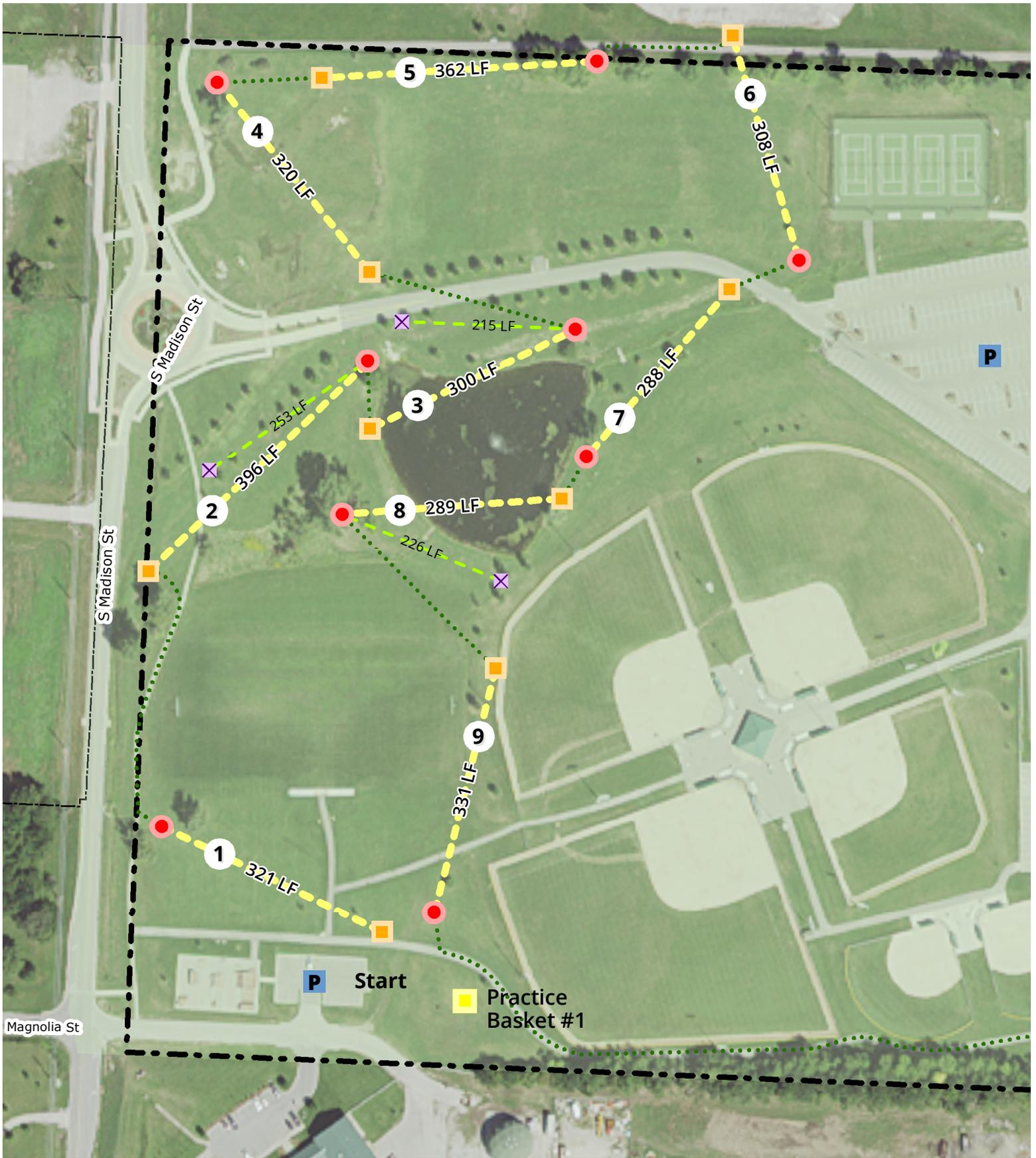
100 Municipal Circle (Mail)
1021 South Madison St. (Office)



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



Lee's Summit
Disc Golf Course
at Legacy Park



Recreation Park
**DISC
 GOLF
 COURSE**

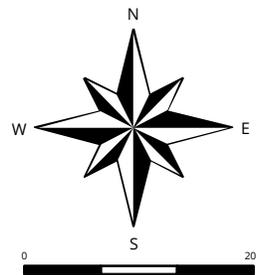


Holes #1-9



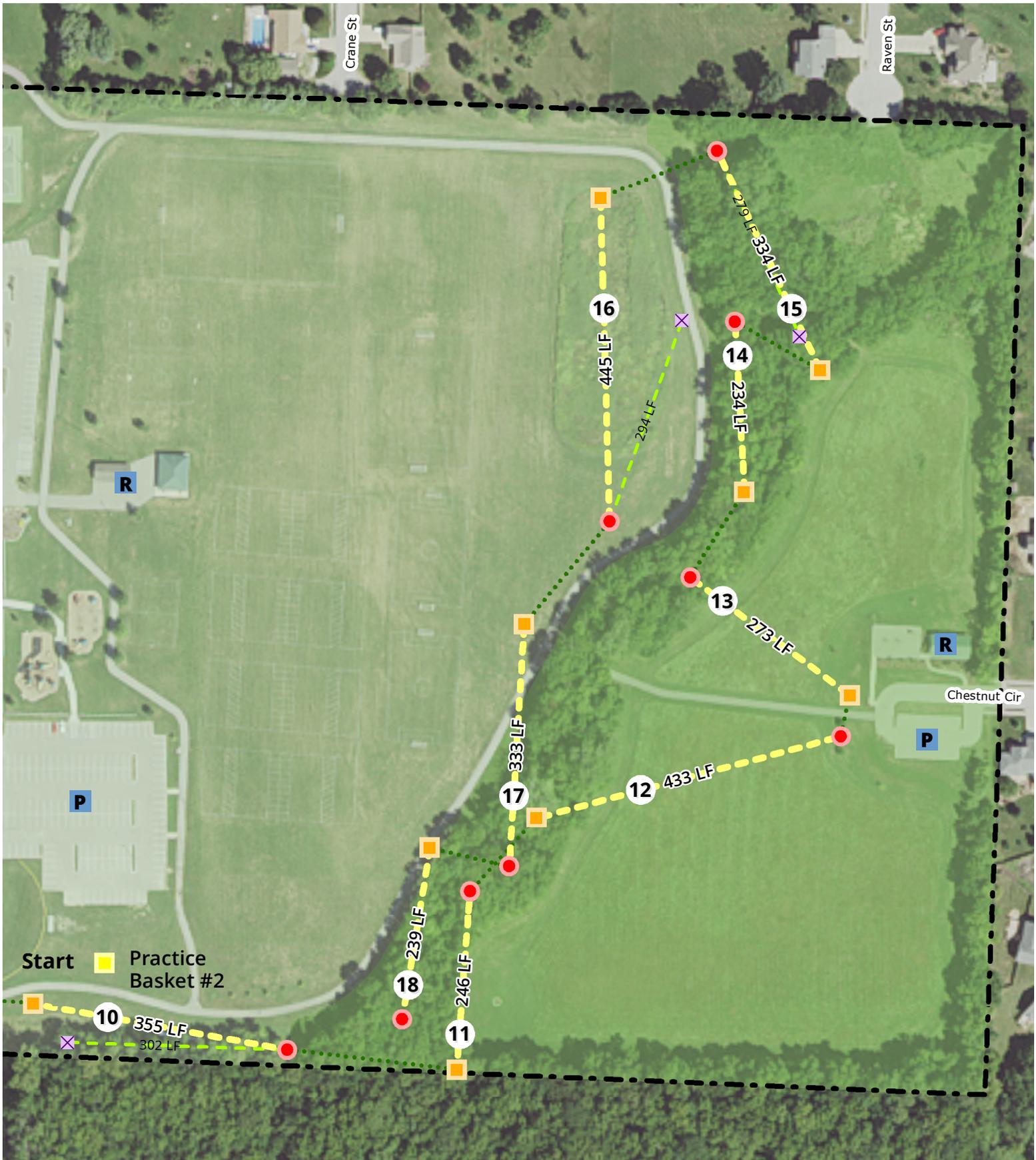
Look up an interactive web map of the course using your smart device!

QR (quick response) code



Legend

-  Tee
-  Alternate Tee
-  Basket
-  Practice Basket
-  Fairway
-  Alt. Fairway



Recreation Park

**DISC
GOLF
COURSE**

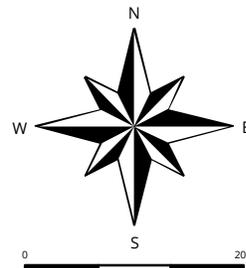


Holes #10-18



Look up an interactive web map of the course using your smart device!

QR (quick response) code



Legend

- Tee
- Alternate Tee
- Basket
- Practice Basket
- Fairway
- Alt. Fairway



Raymore Park Board Agenda Item Information Form

Date: 1/26/16
Submitted By: Nathan Musteen
Division: Park Board
Agenda Item: Work Session Item #2

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

Title / Issue / Request:

Hawk Ridge Park - ADA Dock and Restroom CIP Project

Background / Justification:

The FY16 Capital Improvement Plan calls for the construction of an ADA accessible fishing dock and public restrooms at Hawk Ridge Park. These items are funded and scheduled for construction this fiscal year.

In August of 2010, the City entered into a Community Assistance Program (CAP) Agreement with the Missouri Department of Conservation to maximize the recreational value of Johnston Lake in Hawk Ridge Park.

The Community Assistance Program (CAP) helps provide close-to-home fishing opportunities in communities throughout the state. In this program, the Missouri Department of Conservation (MDC) enters into agreements with local governments, schools and businesses to provide fisheries management at existing lakes and ponds. They also provide most of the funding to develop and maintain facilities for anglers and boaters at lake and stream accesses. Facilities may



include boat ramps, fishing and courtesy docks, privies, roads and parking lots. The cost of these facilities range from \$10,000 to \$500,000. In return, the partners assist with development of the facilities, allow free public use of the area and provide routine maintenance.

Staff has provided pictures of a dock and restroom facility located at James A. Reed Memorial Wildlife Area in Lee's Summit. These amenities are available through the CAP agreement.

Financial Impact:

Participation in the program utilizing CAP amenities would be a 75/25% agreement between the City and MDC. The city would fully fund the project and upon completion, a reimbursement of 75% would be returned to city coffers.

FY16 CIP Budget:

\$45,000.00 - Johnston Lake ADA Fishing Dock
\$90,000.00 - Hawk Ridge Restroom

Project Timeline:

- Staff anticipates this project to come before the Park Board in February or March with a summer project and fall completion.

Staff Requests:

Staff requests direction from the board whether to pursue the CAP amenity options (restroom facility and fishing dock).

Attachments / Reference Items:

- Pictures from James A. Reed Memorial Wildlife Area in Lee's Summit
- Community Assistant Program Contract

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



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



BILL 2574

ORDINANCE 2010-76

“AN ORDINANCE OF THE CITY OF RAYMORE MISSOURI AUTHORIZING THE MAYOR TO ENTER INTO A COMMUNITY ASSISTANCE PROGRAM AGREEMENT WITH THE MISSOURI DEPARTMENT OF CONSERVATION TO MAXIMIZE THE RECREATIONAL VALUE OF JOHNSTON LAKE IN HAWK RIDGE PARK.”

WHEREAS, the City owns a tract of land in Cass County with a 12-acre lake known as Johnston Lake that is used by the City residents for recreation; and

WHEREAS, the Park Board and City Council realize the importance and need for close-to-home fishing and associated outdoor activities; and

WHEREAS, the Park Board City Council desire to take advantage of the qualities of this park area and maximize the recreational values associated with its proper management and use.

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

Section 1. The Mayor is hereby directed and authorized to enter into a Community Assistance Program Agreement with the Missouri Department of Conservation.

Section 2. The Mayor and the City Clerk are hereby authorized to execute the agreement attached hereto as Exhibit A for and on behalf of the City of Raymore.

Section 3. 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 4. 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 9TH DAY OF AUGUST 2010.

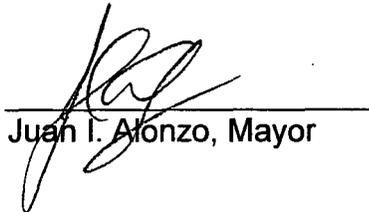
BE IT REMEMBERED THAT THE ABOVE ORDINANCE WAS APPROVED AND ADOPTED THIS 23RD DAY OF AUGUST 2010 BY THE FOLLOWING VOTE:

Councilmember Adams	Aye
Councilmember Becker	Aye
Councilmember Cox	Aye
Councilmember Hubach	Aye
Councilmember Kellogg	Aye
Councilmember Kerckhoff	Aye
Councilmember Medsker	Aye
Councilmember Stevens	Aye

ATTEST:


Jean Woerner, City Clerk

APPROVE:


Juan I. Alonzo, Mayor

8/24/10
Date of Signature

**AGREEMENT BETWEEN THE
CITY OF RAYMORE
AND THE
MISSOURI DEPARTMENT OF CONSERVATION**

THIS AGREEMENT is to implement the MISSOURI DEPARTMENT OF CONSERVATION COMMUNITY ASSISTANCE PROGRAM, and is made and entered into this 23 day of August 2010, by and between the CITY OF RAYMORE, a constitutionally chartered municipal corporation, hereinafter referred to as the "City", and the MISSOURI DEPARTMENT OF CONSERVATION, an agency of the State of Missouri, hereinafter referred to as the "Department".

WHEREAS, the City owns a tract of land in Cass County with a 12-acre lake known as Johnston Lake that is used by the City for recreation, said area more fully described on attached Exhibit A, said exhibit incorporated herein by reference as if fully set out, and hereinafter referred to as the "Area", and

WHEREAS, the Department and City realize the importance and need for close-to-home fishing and associated outdoor activities, and

WHEREAS, the Department and City wish to take advantage of the qualities of this Area and maximize the recreational values associated with its proper management and use.

NOW, THEREFORE, in consideration of the mutual covenants of the parties contained herein, the parties hereto do mutually agree as follows:

- 1. CITY RESPONSIBILITIES.** The City agrees to:
 - A. Allow free public access and full use of the Area for fishing and other related recreational activities by the general public consistent with the Wildlife Code of Missouri and during hours established by mutual agreement of the City and the Department.
 - B. Provide Area maintenance as specified in attached Exhibit B, said exhibit incorporated herein by reference as if fully set out.
 - C. Monitor the condition of any facilities provided under the terms of this Agreement, and take necessary actions to ensure that they are clean, safe and usable, including but not limited to closing facilities to public access until any dangerous conditions that may have arisen have been corrected.
 - D. Provide adequate law enforcement of all state statutes and Area rules and regulations, except fishing, as much as City jurisdiction permits, for the safety and well-being of the users and facilities.

- E. Give proper recognition to the Department and the Federal Aid in Sport Fish Restoration Program in all brochures, advertisements or other publications concerning the Area.
- F. Prohibit fish stocking other than that recommended in writing by a Department fisheries management biologist.
- G. Manage its property within the watershed of Johnston Lake to maintain the lake's good water quality, and take no actions that will lead to the deterioration of the lake's water quality, habitat or aquatic community.
- H. Defend, indemnify and hold harmless the Department, the State of Missouri and its employees and agents from any claim or suit brought by any third party in connection with the Area managed or any facilities to be constructed under this Agreement.

2 DEPARTMENT RESPONSIBILITIES. The Department agrees to:

- A. Prepare and provide a general management plan for the fishery resources of the lake.
- B. Provide periodic fish community surveys and analysis, and manage the fishery through proper regulations, fish stocking, manipulation of the fish population and other fisheries management actions as determined by the Department.
- C. Enact and enforce appropriate fishing rules and regulations, and assist the City in enforcing the laws of the State of Missouri and the Wildlife Code of Missouri.
- D. Provide and maintain informational and entrance signs recognizing the City and the Department for their roles in this cooperative project.

3. JOINT RESPONSIBILITIES AND ACKNOWLEDGEMENTS. Both parties agree that:

- A. This Agreement is for the purpose of capitalizing on the value of the Area for public fishing and other related outdoor activities.
- B. All Department and City covenants are subject to appropriations and the availability of funds.
- C. The Department may fund its obligations under this Agreement with any combination of state and federal monies.

- D. The required fishing permit as defined by the Wildlife Code of Missouri and the effective regulations pertaining to the taking of fish and the use of the Area be jointly publicized insofar as possible.
- E. This Agreement shall become effective upon execution by both parties. It shall expire twenty-five years from the effective date; provided, however, that it shall renew automatically for successive terms of one year each, if neither party has advised the other in writing of its intention to terminate the same at least sixty days prior to any applicable termination date.
- F. This Agreement may be terminated by either party at any time by providing sixty days notice to the other party.
- G. This Agreement may be amended as desired by the mutual written agreement of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

**MISSOURI DEPARTMENT OF
CONSERVATION**



AKC
WBM

FISHERIES DIVISION CHIEF

Approved as to form:



General Counsel

CITY OF RAYMORE



MAYOR

Attest:



City Clerk



Raymore Park Board Agenda Item Information Form

Date: 1/26/16
Submitted By: Nathan Musteen
Division: Park Board
Agenda Item: Work Session Item #3

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

Title / Issue / Request:

Sub-Committee Meeting Schedule Update

Background / Justification:

During the September 2015 meeting, Staff presented the Board with a 2015/2016 work-session and Sub-Committee meeting schedule. Sub-Committee meeting dates are to be held on the 2nd Tuesday of the month at 7:00pm in the executive conference room.

Sub-Committee Information:

1) These are public "open" meetings that must be publicly announced in which any and all are welcome to attend should they choose to do so; this includes the general public. That being said, the meetings should stay within the City Limits of Raymore and should remain on City grounds. The meetings must be announced in the event that a Park Board Quorum is present.



2) Each Sub-Committee has a chair who is responsible for organizing that particular meeting. Although all members are invited and welcome to come, the Board members have volunteered or been appointed for individual committees. It is not necessary to do an invite to all members for each committee meeting, only the members of that committee should be given a reminder. The entire Board will be copied on the official agenda posting. The intention is to divide and achieve more with less. If you are not on a committee and want to attend, you are welcome. The Sub-Committee Chair will work with the appropriate staff member to set and post the agenda.

3) We will rotate our three (3) Sub-Committees on a monthly basis and the future dates are provided. Although we should use these dates as much as possible for consistency and transparency with the public, there are times when rescheduling the meetings become necessary due to weather or in preparation of upcoming events and activities.

Financial Impact: NA

Project Timeline: NA

Staff Requests:

Staff requests the Board review the updated meeting schedule and advise of any conflicts.

Attachments / Reference Items:

Committee Roster/Meeting Schedule

Park Board Meeting Calendar

Committee Roster/Meeting Schedule



Park Board - Business Meeting Dates

2016

January: January 26
February: February 23
March: March 22
April: April 26
May: May 24
June: June 28
July: July 26
August: August 23
September: September 27
October: October 25
November: November 22
December: no meeting

Work Sessions

Work Sessions are scheduled as needed at 6:00pm prior to regular business meetings.

In the event that additional Work Sessions or Emergency Meetings are required, the 2nd Tuesday of the month in the Executive Conference Room is reserved for Park Board usage.

Committee Meetings and Roster

Committee Meetings will be scheduled on a rotation of every three (3) months utilizing the 2nd Tuesday of the month in the Executive Conference Room.

Should the Park Board require an additional Work Session or Emergency meeting, committee meetings will commence upon adjournment of the Work Session.

Committee Meeting schedule rotation can change to accommodate city business as needed. Committee Meetings may be canceled if necessary.

Committee Assignments

Budget-	Harris (chair), Manson, Castleman
Parks/Grounds-	Houdyshell (chair), Seimears, Heath, Manson, Cipolla
Recreation-	Heath (chair), Haddock, Castleman, Eastwood

2016

January 12	Recreation Committee
February 9	Budget Committee
March 8	Parks/Grounds Committee
April 12	Recreation Committee
May 10	Budget Committee
June 14	Parks/Grounds Committee
July 12	Recreation Committee
August 9	Budget Committee
September 13	Parks/Grounds Committee
October 11	Recreation Committee
November 8	Budget Committee
December 13	Parks/Grounds Committee