



Park Board of Peculiar

Meeting Agenda – October 28, 2013, 6:30 p.m.

City Hall Council Chambers – 250 S. Main Street

1) Call to Order

2) Pledge of Allegiance

3) Roll Call

Welcome of new Board Member, Chris Green

4) Consideration of the Agenda & Minutes

5) Officer Elections

A) Park Board Chair

B) Park Board vice Chair

C) Secretary

6) Subcommittee Reports

A) Special Events - Did not meet

B) Community Outreach – Did not meet

7) Old Business - None

8) New Business

A) Youth Basketball Report Item

B) Job Descriptions Report Item

C) KC Metro Parks & Recreation Director's Association Boards & Commissions Banquet

D) 2012/2013 Year-end Project Report

9) Director's Report

10) Public Comments

A) Charlie's Battle 6.6 Update (Rick Clausing)

11) Board Member Comments

12) Adjournment

**MEETING MINUTES
PARK BOARD
CITY OF PECULIAR, MISSOURI
September 17, 2013**

A regular meeting of the Park Board of the City of Peculiar, Missouri was held in the Council Chambers of the Municipal Building on Tuesday, September 17, 2013, beginning at 6:33 P.M. Park Board President Doug Stark called the meeting to order.

Members Responding to Roll Call

Members present for the roll call include: President Doug Stark, Alderman Homer Dunsworth, Member Andrew Boston, Member Michael Hedrick, Member Kelsie McCrea, and Member Kacey King. Director Musteen was also present.

Consideration of Agenda and Minutes

President Stark made a motion to accept the agenda with flexibility so that the presentation for the Charlie's 6.6 could proceed first on the agenda. Member Boston seconded the motion and the motion carried with a 6-0 voice vote.

Member Hedrick made a motion to accept the meeting minutes of August 2013. Board Liaison Dunsworth seconded the motion and the motion carried with a 6-0 voice vote.

Officer Elections

Director Musteen reported that pursuant to the City Ordinance, September is the month to elect new officials and we should elect three seats to represent the President/Chairman, Vice-President/Vice-Chairman, and a Secretary.

Alderman Dunsworth recommended that Member McCrea continue to provide the minutes for the group. Member McCrea agreed to continue to take the minutes for the meeting.

Member McCrea began the discussion regarding elections by indicating that she believes it is important to have the historical knowledge that President Stark brings to the Board as we continue through the transition of integrating the Parks & Recreation Director into the Peculiar community. Alderman Dunsworth commented that he believes that President Stark has been very successful during his tenure as the Park Board President but it is time to implement change at the helm and he would like to see Andrew Boston become the Park Board President. Member Kacey King commented that he believes we need to get stable with the addition of the new Parks & Recreation Director and then make changes and, therefore, believes that President Stark should remain President.

Member King made a motion to re-elect President Doug Stark as Park Board President. Member McCrea seconded the motion. Further discussion ensued.

Member Dunsworth reiterated his belief that we need a complete change because President Stark has always been Park Board President and since we have an activity director, Director Musteen is the guy that runs the show now and the Park Board needs to get with the realignment.

President Stark commented that he does not believe as if he has stepped on Director Musteen's toes and while he is very passionate about his position he will do whatever the Board decides and it will not affect him if he is asked to sit in another seat. He does believe that with the Raisbeck project coming up, we are going to need someone who is very construction oriented to help Director Musteen navigate that project.

Director Musteen relayed to the group that the President is someone who runs the meetings and, if requested by the Alderman, be the presence or voice of the Park Board at the Board of Alderman meetings; however, since Director Musteen is available, he will likely serve as the voice of the Park Board so the President is really just the person that runs the meetings. Director Musteen also reiterated that no one on the Park Board, even the President, has a larger say or presence over any other member of the Park Board.

The Board held a voice vote by show of hands as to whether Andrew Boston should be elected as Park Board President/Chairman vs. Doug Stark as Park Board President/Chairman. Alderman Dunsworth and Member Hedrick voted for Member Boston, and Members King and McCrea voted for President Stark. Due to the tie, elections were tabled until October 2013.

Subcommittee Reports

A. Special Events

Director Musteen indicated that since the Board has elected to focus resources on recreation programs over special events, there is no need to meet at this time.

President Stark inquired with Alderman Dunsworth about his desire to bring back Bushwacker Days. Alderman Dunsworth indicated that based upon his discussions with the Mayor, several citizens are looking for an event that doesn't cost them money, possibly around the 4th of July, and is curious whether Bushwacker Days could be combined with the Tractor Pull. President Stark agreed to check with the Tractor Pull Association on what days may be available to hold a tractor pull closer to the 4th of July holiday.

Discussion ensued about whether the City will help pay for a fireworks show out of the general fund since we are focusing our funds on the Raisbeck Park project. Director Musteen explained the need to round up volunteers to help with these events, including business members so that the Parks Department is not holding the entire burden for these events. Alderman Dunsworth agreed to check on dates to reserve the carnival.

Member Hedrick and Member McCrea both voiced a concern and would like to see us remain focused on recreation programs over special events, although are open and excited about the idea of incorporating a carnival or Bushwacker days with the tractor pull at some point down the road.

B. Community Outreach

Director Musteen provided an overview of this committee and how its purpose is to obtain funds to support the various projects, including recreation, of the Parks & Recreation department.

Member McCrea volunteered for the Community Outreach subcommittee. Director Musteen indicated that we need to get started sooner rather than later to obtain team and league sponsorships for the

upcoming league activities the Parks & Recreation department will be offering. The subcommittee agreed to meet on Thursday, September 26th. Director Musteen will send a calendar invite confirming same.

Old Business

A. Tree Board

Director Musteen reported that volunteers have been selected for the Tree Board and a meeting needs to be set. The Tree Board will need to meet quarterly and will function through the Park Board because any of their expenditures will come through the Park Board budget. Director Musteen also reported that due to the timing of meetings and the requirements for the Tree City USA application process, Peculiar will not apply for Tree City USA until December 2014.

B. 2013-2014 Budget

Director Musteen explained the memo provided in the Park Board packet. Discussion ensued about the possibility of getting additional funds from the general fund that were originally allocated to the police department. Director Musteen, Alderman Dunsworth, and Alderman Turner all explained that any offset money has already been reallocated to other capital improvement projects throughout the City. Director Musteen continues to discuss other options with the Police Chief for how any additional funds can be spent to support the Parks & Recreation initiatives, including the addition of additional security cameras at the parks.

New Business

A. Charlie's Battle 6.6

Rick Clausing, the Director of H.E.R.T.T., owner of Integrity Defense, LLC, and a City of Peculiar police officer, presented to the Park Board regarding Charlie's Battle 6.6k run through the City of Peculiar ending at 66-acre park. The 6.6k run is a benefit run for City of Peculiar police officer Chuck Wallace who is fighting against esophageal cancer. Charlie's Battle organization is also proposing to add and leave behind a 1.5 nature walking trail at 66-acre park following the event for the citizens of Peculiar to enjoy. All Park Board members are pleased to have the opportunity to partner with such a great organization and for such a great cause.

President Stark inquired as to how the nature trail fits in with the Master Plan for the 66-acre park. Director Musteen indicated that it has been reviewed and when it comes time to implement the Master Plan the nature trail will need to be altered some, but in the meantime it gives the citizens of Peculiar a great amenity that we currently do not have. Director Musteen also indicated that the addition of the nature walking trail will have very low impact on the budget as there will be very low maintenance to mow the trail and provide limited signage.

The Park Board agrees to support this event and is excited and grateful for the addition of the nature walking trail at 66-Acre Park.

Director's Report

Director Musteen relayed that the October and November meetings fall on city holidays and he would like to move the meetings to the following Tuesday. He will send an email reminding of dates and asking for availability. President Stark will compare against his schedule and the Board agreed that if President Stark is not available on Tuesday, we are also available on Thursdays for the meetings.

Director Musteen also reported on the Watershed Water Alliance event held at Raisbeck Park on September 7th. Director Musteen will meet with the Department of Conservation on September 19, 2013, as they have agreed to buy and install a rain garden for Raisbeck Park that fits into the Master Plan of the fields. President Stark, Member McCrea and Member Boston all requested an invite to any events that occur at city parks so we can attend and support any initiatives at those parks. Director Musteen agreed to keep the Park Board informed.

Director Musteen reported that the City of Peculiar has one volleyball team this year and the schedule of events is posted on the Parks & Recreation department website. Discussion ensued regarding our partnership with Raymore and the school district for use of facilities.

Director Musteen also reported that basketball will be advertised in the next week or two, once the credit card payment option has been finalized on the website. Discussion ensued on how the Park Board can support the efforts to raise additional funds to support the basketball league.

As it relates to the Raisbeck Park project, Director Musteen reported there is currently a delay in the project due to federal permitting issues. After the topological survey was completed, the City applied for the appropriate permits and the state permit was forwarded to FEMA because the park falls in a federal flood plain which requires permission from FEMA for a land disturbance permit.

President Stark asked for clarification on whether the design of the park is completed and whether we can move forward with bidding out our plans for the project while waiting on the permit. Director Musteen believes that to save money, we should not move forward with bids because we are not sure of the exact specifications that will be required due to the land disturbance permit. Once we have that back, we will move forward as quickly as possible to bid out the project. Discussion ensued about the possibility of the Park Board reaching out the federal representatives to help move the permit through the process faster at the federal level. Director Musteen will inquire with the City Administrator on the best process to inquire with federal representatives.

Member McCrea inquired as to the timeline for spring soccer due to the permit delays. Director Musteen and Alderman Dunsworth acknowledged that our chances for playing spring soccer will diminish as time passes waiting on the permit; however, Director Musteen indicated that we will continue to work towards other action items so that we are ready to proceed as soon as we can based upon the timing of the permits. Director Musteen will follow-up with Land3 to relay that the Park Board would like them to continue to work on creative ideas for bringing irrigation to Raisbeck Park, and also put together a proposal for how the different phases can be implemented at different times to ensure timely use of Raisbeck Park in the spring, or when the fields are available. President Stark reiterated that he believes we should still work towards our goal of having spring soccer and if we do not we should expect vocal concerns from the citizens of Peculiar.

Member McCrea asked Director Musteen to inquire with Land3 to provide an advertising picture of the plan for Raisbeck Park so that the Board can work on soliciting funds and donations from

businesses and community members. Director Musteen also suggested that the advertising pictures would be an informative addition to the sign at Raisbeck Park indicating that the park is closed for renovations so the community is aware of what is to come at the park.

As we work through the timing issues with Raisbeck Park, Director Musteen will continue to implement city recreation programs such as the basketball league that will be offered in the winter and another volleyball league in the spring. He is also researching options for tiny sport options and contracted camps in the spring/summer 2014.

Member Boston requested that we research an option for adding a baseball diamond in Peculiar with the baseball backstops and equipment that we already have. Discussion ensued about the best park for this addition with the Board agreeing that Shari Drive Park appears to be the best option at this time. Director Musteen will look into what it will take to add a baseball diamond and also looking into whether we have time to apply for the Royal's charity grant.

Member Boston relayed that the playground at McKernan Park needs sprayed again for weeds. Director Musteen agreed to address with Excalibur.

President Stark inquired as to the timing on the mowing contract. Director Musteen relayed that both the mowing and maintenance contracts need to be rebid, and we will start that process at the end of the year so that we can have the new contract in place in March.

Public Comments

None.

Board Member Comments

None.

Adjournment

A motion was made by Member Boston, seconded by Member Hedrick, to adjourn the meeting. The motion carried with a 6-0 voice vote at 8:20 p.m.

These minutes were taken and transcribed by Member McCrea.

Approved:



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: October 15, 2013
Agenda Item: 8-A
Subject: Youth Basketball League

BACKGROUND

Peculiar Parks & Recreation will be hosting a youth basketball league this winter for boys and girls in grades 4 through 8. League games will be played at Shull Elementary. Peculiar teams will share games in neighboring leagues offered in Belton, Raymore, Harrisonville and Pleasant Hill as needed.

Parks & Recreation Staff participated in a "South Metro Sports" meeting of area parks and recreation and youth sports organizations dedicated to offering quality and consistent youth sports programs. League dates and rules were discussed and voted upon to maintain uniformity in league offerings.

- A news item was posted on the front page of the Positively Peculiar Newsletter
- Online Registration Officially opened on October 9th at www.teamsideline.com/peculiar.
- Walk-in or Drive-through Registration is available at City Hall during regular business hours.
- Registration Flyers were sent to boys in girls in grades 4th – 8th at Shull Elementary, Peculiar Elementary, Bridle Ridge and the East Middle School
- Facebook posts will begin the week of October 14

ATTACHMENTS

2013 Youth Basketball Registration Flyer
Fall 2013 – Positively Peculiar

ACTION ITEM

No action necessary

POSITIVELY PECULIAR

October - November - December , 2013 Issue



www.cityofpeculiar.org



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CITY MEETINGS



Board of Alderman
1st & 3rd Mondays, 6:30 p.m.
Each Month

Planning and Zoning
Commission
2nd Thursday, 7:00 p.m.
Each Month

Park Board
2nd Monday, 7:00 p.m.
Each Month

All meetings are held at City Hall in the Council Chambers and are open to the public. City Hall is located at 250 S. Main Street.

Board of Aldermen meetings are video taped and are played at 1:00pm Monday through Friday and can be viewed on Comcast Cable Channel 7.

All agendas and minutes from city meetings are available on the City website at www.cityofpeculiar.org.

A MESSAGE FROM THE MAYOR

The Mayor's Christmas Tree Lighting will be on December 7 at 6:30 p.m.. There will be activities for the kids and free treats for everyone. DPACD plans to have wreaths for sale. You are encouraged to attend this event.

City Wide Trash Days will be Friday October 18th from 7am-6pm and Saturday October 19th from 8am-4pm at the Salt Shed on the East Outer Road.

The Harvest Moon Festival will be on October 26 from noon to 7:00pm with the parade starting at 11:00. This festival will be the biggest and best ever. I hope to see you there.

Water is a problem for the city. You will see your water rates rise by \$1.50 per 1000 gallons effective immediately. This means that the average water bill will increase about \$6.00 to \$8.00 per month. This increase will finance \$1,000,000.00 in needed improvements to our water storage and distribution system. In the near future, the Board of Aldermen will consider raising the rates by an additional \$4.00 per 1000 gallons over two years to finance changing our water supplier. This issue is too complicated to explain in this newsletter. Please contact me, the City Administrator, the City Engineer or your Alderman and we will try to explain why this change is needed.

As this may be the last newsletter of the year, I wish you a blessed Thanksgiving, a Merry Christmas and a Happy New Year.

Ernest Jungmeyer

YOUTH BASKETBALL

The City of Peculiar is pleased to announce opening registration for the inaugural season of Peculiar Parks & Recreation youth basketball league for kids in grades 4th through 8th. Boys and girls of all skill levels are invited to participate in a premier basketball league that focuses on skill development, team building, learning and fun. Each team will play an 8 game regular season schedule. All equipment is provided and each player receives a game jersey and participation award. Practices will begin in December and held on weekday evenings. Games will be shared with other area leagues and home games will be held at Raymore-Peculiar

Facilities located in Peculiar on Saturdays. Registration fees are \$80 per player, but players registered by October 25th will receive a discounted rate of \$70 per player. Register at City Hall or log onto www.cityofpeculiar.org and look for "youth basketball league" on the parks and recreation home page to register online.



Deadline to Register: November 1st



From the Desk of the City Administrator

There are numerous events planned for this quarter including: Trash Days, Peculiar Basketball Season, Harvest Moon Festival and the Mayor's Christmas Tree Lighting. Information for these events can be found in the News Letter. Please come out and support our City Events for some great Family Fun.

Recently the Board of Alderman adopted the new 2013-2014 Fiscal Year Budget. Although the amount of spending only increased 0.5% respectively in the General Fund, you will see many new purchases for the Police Department. These items, including vehicles, are **not** being paid for with taxpayer funds. Around ten years ago, there was an investigation into a local phone company named Casstel. Our Police Department worked closely with the FBI on this investigation and helped to retrieve \$40 million in laundered funds. The Peculiar Police Department was to receive a small percentage of the money retrieved. However, this had never come to pass over these past ten years. The Mayor and I went to Washington DC regarding this matter in April and by June - the Police Department received \$1.2 Million from the recovered funds. This money comes with 40 pages of rules which basically restrict its spending to Police purchases only; the Police Department was given an 18 month window to spend said funds. At the end of this 18 month period, any unspent funds must be returned. We would hate for that to happen, so we are working diligently to allocate these funds within the specified time limit. I want to reiterate that all the new purchases you will notice for the Peculiar Police Department were purchased **without using taxpayer dollars**. You may view the City's budget on our website www.cityofpeculiar.org under Administration.

The toughest budget decision for our Alderman this year involved the increase in water. Many do not realize when they receive their "water bill" that it also includes both **sewer** and **trash** charges. Currently, we purchase our water from Water District 2, who marks up the water sold to us by 53% compared to what they are charged via Kansas City. The City completed a water rate study this past year and found if we bite the bullet now, and raise rates for the next three years, we will be able to run our own supply line to Kansas City or another water supplier. If we are able to secure our own connection to a water supplier, our rates will stabilize over the next five years and give us better control over costs. If we do nothing but make the system improvements we need, and we remain connected to Water District 2, we will pay more in those same five years than what the three year increase would cost. The Board of Alderman truly struggled with this decision, as they and City Staff never like to raise fees of any kind. That being said, we as a City need to look at this as an investment which will save us all a lot of money over the long run. I know this will not be popular, or easy, however we must prepare for the future. Many of you that have lived here a long time know this should have been done ten years ago; we have the study online for you to view. We will be posting additional water studies as we prepare for the new connection this fiscal year. Please try to realize this is not something the City wants to do, however if we don't act now, in five years we will look back and say "Why didn't we prepare for this day".

The Sewer Bond that fixed major problems throughout the City and the Sewer Treatment Plant has reached the end of construction. We were able to address numerous problems that surfaced from the dramatic growth of our community experienced several years ago. Areas which were at capacity have been corrected and the area on the West side of the City which had an inadequate lift station has been converted to a gravity flow sewer line. Of course this first phase of improvements has not fixed all of our problems, but it addressed our greatest needs. We are hopeful things will stabilize for now and in the near future we will address phase two of needed Sanitary Sewer improvements.

The I-49 and 211th interchange is moving along, you may check the city's website for the design that was selected. Our first payment on the 2009 voter approved bonds that are matching the monies provided by the State is coming due. You will see a .16 cent increase to the "Assessed Value" of your home to address the first phase of payments. There will be additional increases on your property tax bill over the next several years to help pay for the new interchange. We are hopeful and continue to seek additional Federal funding to keep us from issuing all the voter approved bonds for this project.

Even with the property tax increase this year, we are much lower in levied property taxes than of our neighbors to the north. Peculiar's levy rate is now \$0.86, Raymore's is \$1.30 and Belton's is \$1.89. Our rate will only increase to pay for debt service necessary to construct the new interchange. We have not raised the operating mill levy for over fifteen years. The City only collects \$200,000 per year in property taxes for our operating budget. This next year the debt service will go from \$150,000 to \$250,000, this makes for a combined City Wide tax collection of \$450,000 per year.

As you can see, the City is very busy working for you. Local Government is the purist form of Representation Government. A Federally elected official goes to Washington DC, a State elected official goes to Jefferson City, and County elected officials go to Harrisonville; but your City elected official lives here, with you in the community, to work and listen to your needs. That is why I say it is the purist form of Representation Government today. As this will be the newsletter of the quarter for the months of October, November and December; I want to wish you all a Happy Thanksgiving and a Merry Christmas.

Brad Ratliff

City Administrator



8TH ANNUAL HARVEST MOON FESTIVAL

Downtown Peculiar, MO

Saturday, October 26, 2013

12 noon to 7:00 p.m.

Parade starts at 11:00 a.m.

It's time again to celebrate **Fall** and the **Community of Peculiar** with the **8th Annual Harvest Moon Festival** in downtown Peculiar! This year's event will include activities for all ages. We are also expecting a great turnout for the **6th Annual Parade**. We've extended the hours to 7:00 p.m. and added live bands and a beer tent. Of course, we will still have lots and lots of vendor booths and kid friendly activities, such as a petting zoo.

Location: Downtown Peculiar on Broadway Street

Fees: **FREE** Trick or Treat Booths for Chamber Members – must provide games and/or candy for the kids and not sell merchandise or services for booth to be free of charge

\$50.00 for **10' x 10'** space if reserved **by October 15, 2013**

\$75.00 for **10' x 10'** space **AFTER** October 15, 2013

Make check payable to: PACC Harvest Moon Festival

Mail check and form to: PO Box 669
Peculiar, MO 64078

6TH ANNUAL HARVEST MOON PARADE

DATE: Saturday, October 26, 2013

WHEN: Line up starts at 10:00 a.m. – PARADE starts at 11:00 a.m.

WHERE: the old Conoco Station on C Highway
Parking at the Sanders Center

EVERYONE is invited to participate!!!

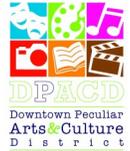
Antique cars*4-H groups*Scouts*Fire Trucks*Police*Dancers*Marching
Bands*Horses*Tractors*Businesses*Floats*MORE!

For information regarding the parade or vendor booths, please contact Gary Mallory (cassmallory@yahoo.com) at 816-820-8740.

For festival information, please contact Kathy Gladden (kgladden@cbroline.net) at 816-265-6933 or Gary Mallory (cassmallory@yahoo.com) at 816-820-8740.



Hometown Holiday in Downtown



The Downtown Peculiar Arts & Culture District (DPACD), in conjunction with several Downtown businesses and organizations, invites you to the second annual Hometown Holiday. This is a day of shopping, food, entertainment and fun. There will be artists, crafters and gift vendors in locations throughout Downtown (a map will be available on the DPACD website - www.downtownpeculiar.com - November 1st, 2013). Maps will also be available at each participating location the day of the event. Mark your calendars for November 9th, 2013 and kick the holiday season off in Downtown.

DPACD's portion of this Downtown event will be open from 9 am to 7 pm in Brierly Hall (163 W. Center). We will host a free holiday variety show from 4:30 pm to 6:30 pm. DPACD's wreath and tree sale, part of the event, will benefit the public art walk in Downtown so plan to pick up your one of a kind wreath and small, decorated tree. Grab your Santa hat, your bank roll and your friends and join us in Downtown on November 9th!

To access vendor signup sheets or variety show applications - please go to http://www.downtownpeculiar.com/wreath_sale.cfm or call 816-806-3698.

Calendar of Events

Oct 18 & 19 - City Wide Trash Days

Oct. 26 - Harvest Moon Festival

Nov 9 - Hometown Holiday in Downtown

Dec 7 - Mayor's Tree Lighting

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Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: October 15, 2013
Agenda Item: 8-B
Subject: Job Descriptions

GENERAL INFORMATION

In March, the Park Board adopted a list of nationally recommended Departmental Standards & Policies. This document is a modified list of applicable standards and policies that Parks & Recreation Departments nationwide follow.

By following the guidelines of recommended standards and policies, we are ensuring the residents of Peculiar that we are following the highest standards with the establishment of this department and all that we do from this point forward.

The following (4.0 Human Resources) list is a portion of the recommended guidelines that we will develop over the course of the next 2 to 3 years while establishing recreation programs and an active parks system.

Departmental Standards & Policies

4.0 Human Resources

- 4.1 Personnel Policies and Procedures Manual
- 4.2 Staff Qualifications
- 4.3 Job Analysis and Job Descriptions
- 4.4 Chief Administrator / Department Director
- 4.5 Orientation Program
 - 4.5.1 In-Service Training Function
 - 4.5.2 Employee Development
 - 4.5.3 Succession Planning
 - 4.5.4 Professional Organization Membership
- 4.6 Volunteer Management
 - 4.6.1 Utilization of Volunteers
 - 4.6.2 Recruitment, Selection, Orientation, Training, and Retention
 - 4.6.3 Supervision and Evaluation
 - 4.6.4 Recognition
 - 4.6.5 Liability Coverage
- 4.7 Consultants and Contract Employees

Staff has been developing "Position Descriptions" based on upcoming programs. These positions will be implemented in the upcoming youth basketball league. Following City of Peculiar hiring guidelines, the following positions will be advertised and hired at the discretion of the Director, City Business Manager and City Administrator.

The list is the beginning stages of a comprehensive list of positions and falls in line with Item 4.3 within the Human Resources Standards and Procedures guidelines.

- Facility Monitor
- League Game Official
- Scorekeeper
- League Official-in-Charge
- Sports Coordinator / Site Supervisor
 - Site Supervisor Checklist

ACTION ITEMS

No Action required at this time

Position Description



TITLE: Facility Monitor
DATE: September 2013
DEPARTMENT: Parks and Recreation
DIVISION: Recreation Division
STATUS: Contractual
PAY RANGE: \$7.25 - \$9.25 per hour

SUPERVISION RECEIVED: Works under the direction of the Director of Parks & Recreation and the Site Supervisor.

SUPERVISION EXERCISED: None

GENERAL PURPOSE: To assist in the coordination of a variety of recreation programs and leagues by monitoring and supervising youth sports league practices at assigned facilities, ensuring participant safety and satisfaction as well as facility safety and post-practice cleanup.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Enforce all facility rules.
2. Secure and protect City and School District facilities from damage during scheduled use.
3. Assist in the clean up/tear down of program areas after use.
4. Contact facility custodians as needed during shift.
5. Communicate with the Director of Parks & Recreation regarding concerns and issues with facility rules, safety issues, participants, or spectators.
6. Report ALL incidents (physical injury or behavioral) to the Director of Parks & Recreation within 24 hours of the event.
7. Report all facility maintenance concerns to the Custodial crews or Director of Parks & Recreation, as applicable, immediately.
8. Offer the highest quality customer service to program participants.
9. Communicate program information to participants and participant feedback to department staff.
10. Perform other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

1. Interest in or knowledge of sports in general.
2. First Aid and CPR certified, or able to become certified within the first three months of service.

SPECIAL REQUIREMENTS: Position is subject to working weekend and evening hours.

TOOLS AND EQUIPMENT USED: Scoreboards, controls, basketball hoop manual cranks, net tightening cranks, mops, brooms, other custodial equipment, and miscellaneous hand tools.

PHYSICAL DEMANDS: Must be able to make visual inspections of various activity sites, regular walk-throughs of facility areas open to the public; must be able to observe and identify safety hazards, operational concerns, and spectator/player behavior; pushed, pulls, or carries up to 25 pounds for general site preparation duties.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of

this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near areas in which program participants are physically active and practices or games with balls or equipment in motion are under way. The employee occasionally works near moving mechanical parts and is occasionally exposed to cold, wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually relatively loud.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Acknowledged: _____
Supervisor Employee

Effective Date:
Revision History:

Position Description



TITLE: League Game Official
DATE: September 2013
DEPARTMENT: Parks and Recreation
DIVISION: Recreation Division
STATUS: Contractual
PAY RANGE: \$15 - \$25 per hour

SUPERVISION RECEIVED: Works under the direction of the Director of Parks & Recreation and League Official-in-charge

SUPERVISION EXERCISED: None

GENERAL PURPOSE: To officiate league games and provide adult leadership, supervision and a professional environment to youth sports league programs, ensuring participant safety and satisfaction as well as adherence to department policies and budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Enforce all facility and league rules.
2. Provide league rule interpretation for coaches as necessary.
3. Maintain league fairness by keeping score and time for leagues according to league rules.
4. Assist in the set up before use and clean-up/tear down of gym areas after use.
5. Work with other officials and league site supervisors in all game day activities.
6. Offer the highest quality customer service to program participants.
7. Encourage the development of sportsmanship, teamwork, and other positive character traits in participants as appropriate for the activity and participant demographic.
8. Model the sportsmanship philosophy of the Parks & Recreation Department as outlined in the rule books and parent information packets.
9. Secure and protect facilities from damage during scheduled use.
10. Ensure the safety of participants during programs and offer first aid as necessary.
11. Communicate program information to participants and participant feedback to department staff.
12. Perform other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

1. At least 16 years of age.
2. Ability to adjust to changing situations.
3. Ability to make judgments related to personnel, health, safety, and crises situations. Interest in or knowledge of the game of basketball.
4. High School Certified Official or specific Basketball Referee Training
5. Experience in officiating
6. First Aid and CPR certified, or able to become certified within the first three months of service.

SPECIAL REQUIREMENTS: Position is subject to working early morning and evening hours. Background check and drug screening may be required.

TOOLS AND EQUIPMENT USED: Scoreboards, controls, basketball hoop manual cranks, net tightening cranks, ball field marking equipment, mops, brooms, other custodial equipment, and miscellaneous hand tools.

PHYSICAL DEMANDS: Must be able to make visual inspections of various activity sites, regular walk-throughs of facility areas open to the public; must be able to observe and identify safety hazards, operational concerns, and parent/player behavior; pushes, pulls, or carries up to 25 pounds for general site preparation duties.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near areas in which program participants are physically active and moving objects may be nearby. The employee occasionally works near moving mechanical parts and is occasionally exposed to hot, cold, wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually relatively loud.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Acknowledged: _____
Supervisor Employee

Effective Date:
Revision History:

Position Description



TITLE: Scorekeeper
DATE: September 2013
DEPARTMENT: Parks and Recreation
DIVISION: Recreation Division
STATUS: Contractual
PAY RANGE: \$7.25 - \$9.25 per hour

SUPERVISION RECEIVED: Works under the direction of the Director of Parks & Recreation and the Site Supervisor.

SUPERVISION EXERCISED: None

GENERAL PURPOSE: To assist in the coordination of a variety of recreation programs and leagues by monitoring and supervising youth sports league practices at assigned facilities, ensuring participant safety and satisfaction as well as facility safety and post-practice cleanup.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintain league fairness by keeping score and time for leagues according to league rules.
2. Secure and protect City and School District facilities from damage during scheduled use.
3. Assist in the set up before use and clean-up/tear down of gym areas after use.
4. Work with Officials and league site supervisors in all game day activities.
5. Offer the highest quality customer service to program participants.
6. Ensure the safety of participants during programs and offer first aid as necessary.
7. Enforce all facility rules.
8. Communicate with the Director of Parks & Recreation regarding concerns and issues with facility rules, safety issues, participants, or spectators.
9. Report ALL incidents (physical injury or behavioral) to the Director of Parks & Recreation within 24 hours of the event.
10. Report all facility maintenance concerns to the Custodial crews or Director of Parks & Recreation, as applicable, immediately.
11. Offer the highest quality customer service to program participants.
12. Communicate program information to participants and participant feedback to department staff.
13. Perform other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

1. Interest in or knowledge of sports in general.
2. First Aid and CPR certified, or able to become certified within the first three months of service. Interest in or knowledge of the various league sports.
3. Experience in scorekeeping preferred.
4. 16 years or older
5. Reliable transportation

SPECIAL REQUIREMENTS: Position is subject to working weekend and evening hours.

TOOLS AND EQUIPMENT USED: Scoreboards, controls, basketball hoop manual cranks, net tightening cranks, mops, brooms, other custodial equipment, and miscellaneous hand tools.

PHYSICAL DEMANDS: Must be able to make visual inspections of various activity sites, regular walk-throughs of facility areas open to the public; must be able to observe and identify safety hazards, operational concerns, and spectator/player behavior; pushed, pulls, or carries up to 25 pounds for general site preparation duties.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near areas in which program participants are physically active and practices or games with balls or equipment in motion are under way. The employee occasionally works near moving mechanical parts and is occasionally exposed to cold, wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually relatively loud.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Acknowledged: _____
Supervisor Employee

Effective Date:
Revision History:

Position Description



TITLE: League Official-In-Charge
DATE: September 2013
DEPARTMENT: Parks and Recreation
DIVISION: Recreation Division
STATUS: Contractual
PAY RANGE: \$12 - \$20 per hour

SUPERVISION RECEIVED: Works under the direction of the Director of Parks & Recreation
SUPERVISION EXERCISED: Directly supervises contractual game officials

GENERAL PURPOSE: To provide adult leadership, supervision, and a professional environment to youth sports league programs, ensuring participant safety and satisfaction as well as adherence to department policies and budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Comply with department policies for all league staff. Supervise contractual game officials – recruit, select, place, evaluate, and release.
2. Plan, conduct, and evaluate pre-season and on-the-job training of contractual game officials.
3. Assist in the development of a league manual, including health and safety policies, emergency procedures, and program rules and standards.
4. Coordinate the staffing of league game officials:
 1. Coordinates game official assignments for leagues and tournaments.
 2. Plan and conduct staff meetings.
 3. Provide pay sheets for games officiated to the Director of Parks & Recreation or the Site Supervisor.
5. Ensure that facilities and equipment are clean and prepared for the day's activities; that facilities and equipment are in good working condition; and that storage areas are maintained without obstructions.
6. Enforce all facility and league rules. Provide league rule interpretation for game officials as necessary.
7. Encourage the development of sportsmanship, teamwork, and other positive character traits in participants as appropriate for the activity and participant demographic.
8. Model the sportsmanship philosophy of the Parks & Recreation Department as outlined in the rule books and parent information packets.
9. Communicate with the Director of Parks & Recreation regarding concerns and issues with facilities, equipment, players, parents, and spectators.
10. Secure and protect facilities from damage during scheduled use.
11. Report ALL incidents (physical injury or behavioral) to the Director of Parks & Recreation within 24 hours of the event.
12. Report all facility maintenance concerns to the Custodial crews or Director of Parks & Recreation, as applicable, immediately.
13. Ensure the safety of participants during programs and offer first aid as necessary.
14. Communicate program information to participants and participant feedback to department staff.
15. Perform other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

1. At least 25 years of age.
2. Minimum three years experience officiating youth sports.
3. Ability to teach officiating techniques.

- 4. Ability to select, train, and supervise contractual game officials, including teenagers.
- 5. Ability to evaluate league policies, rules, and procedures and recommend changes as needed.
- 6. Ability to adjust to changing situations.
- 7. Ability to make judgments related to personnel, health, safety, and crises situations.
- 8. First Aid and CPR certified, or able to become certified within the first three months of service.

SPECIAL REQUIREMENTS: Position is subject to working early morning and evening hours.
Background check and drug screening required.

TOOLS AND EQUIPMENT USED: Scoreboards, controls, basketball hoop manual cranks, net tightening cranks, ball field marking equipment, mops, brooms, other custodial equipment, and miscellaneous hand tools.

PHYSICAL DEMANDS: Must be able to make visual inspections of various activity sites, regular walk-throughs of facility areas open to the public; must be able to observe and identify safety hazards, operational concerns, and parent/player behavior; pushes, pulls, or carries up to 25 pounds for general site preparation duties.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near areas in which program participants are physically active and moving objects may be nearby. The employee occasionally works near moving mechanical parts and is occasionally exposed to hot, cold, wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually relatively loud.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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Approval: _____ Acknowledged: _____
Supervisor Employee

Effective Date:
Revision History:

Position Description



TITLE: Sports Coordinator - Site Supervisor
DATE: September 2013
DEPARTMENT: Parks and Recreation
DIVISION: Recreation Division
STATUS: Contractual
PAY RANGE: \$10 - \$15 per hour

SUPERVISION RECEIVED: Works under the direction of the Director of Parks & Recreation
SUPERVISION EXERCISED: Score keepers, clock operators, line judges & appointed officials

GENERAL PURPOSE: To assist in the coordination of a variety of recreation programs and leagues by monitoring and supervising activities at assigned facilities, ensuring participant safety and satisfaction as well as facility safety, pre-event preparation and post-event cleanup.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepare the site for the activity assigned. Ensure that goals, nets, and other equipment are set up appropriately for each age group; that game balls and other equipment are in good working condition and accessible for the game officials; and that score keepers, clock operators, and line judges are prepared for play.
2. Maintain league fairness and safety by monitoring referees, coaches, and parents during league games or practices.
3. Enforce all facility rules and league regulations as interpreted in the official rule book.
4. Assist game officials in rule interpretation as needed.
5. Model the sportsmanship philosophy of the Parks & Recreation Department as outlined in the rule books and coaches packets.
6. Communicate with the league's Chief Official and the Director of Parks & Recreation regarding concerns and issues with rules, referees, participants, or spectators.
7. Secure and protect City and School District facilities from damage during scheduled use.
8. Assist in the clean up/tear down of program areas after use.
9. Report ALL incidents (physical injury or behavioral) to the chief umpire immediately or to the Parks & Recreation office within 24 hours of the event.
10. Report all facility maintenance concerns to the Custodial crews or Director of Parks & Recreation, as applicable, immediately.
11. Offer the highest quality customer service to program participants.
12. Ensure the safety of participants during programs and offer first aid as necessary.
13. Communicate program information to participants and participant feedback to department staff.
14. Perform other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

1. Interest in or knowledge of sports in general.
2. First Aid and CPR certified, or able to become certified within the first three months of service.

SPECIAL REQUIREMENTS: Position is subject to working weekend and evening hours.

TOOLS AND EQUIPMENT USED: Scoreboards, controls, basketball hoop manual cranks, net tightening cranks, ball field marking equipment, concessions equipment, mops, brooms, other custodial equipment, and miscellaneous hand tools.

PHYSICAL DEMANDS: Must be able to make visual inspections of various activity sites, regular walk-throughs of facility areas open to the public; must be able to observe and identify safety hazards, operational concerns, and spectator/player behavior; pushed, pulls, or carries up to 25 pounds for general site preparation duties.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near areas in which program participants are physically active and practices or games with balls or equipment in motion are under way. The employee occasionally works near moving mechanical parts and is occasionally exposed to cold, wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually relatively loud.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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Approval: _____ Acknowledged: _____
Supervisor Employee

Effective Date:
Revision History:

SITE SUPERVISOR CHECK LIST: YOUTH BASKETBALL LEAGUE



ARRIVING AT THE FACILITY:

1. If Building is locked – Call Tulie Brown at 256-6899
2. Check in with the School Custodian:
 - o Let them know who you are and your job title
 - o Make sure you know their name and how to find them in case of an emergency
 - o Find out where to get ice in case of injury
3. Check bleachers to be sure they are not within the boundaries of the court or too close for player safety.
4. Make sure goals are set at appropriate height for division play.
5. Set-up score-keeper / score-board operator table or area.
6. Set-up the score-board control panel and check to see if it's working
7. Set Clock for countdown to game time.

PRE-GAME:

1. Make sure the Referee's have arrived
2. Be sure the "Away team" has the colored pennies if both teams have the same color jersey.
3. Be sure the score keeper and the score-board operator are ready to go..
4. Have pregame meeting with Referee's, score-sheet keeper, and clock operator to make sure every one is ready to begin.
5. Be sure Referee's have pregame meeting with Coaches.
6. Have rules ready for Referee's viewing at the score table

GAME-TIME & POST GAME:

1. Hall Monitor: at no time should any participant or family members of a Peculiar Sports League be allowed to play, practice, sit, or run in the hallways of the school facility.
2. Everyone must stay in the gym at all times unless they go the restrooms.
3. Gymnasium Equipment: at no time should any participant or family members of a Peculiar Sports League be allowed to play on school property.
4. Example: climbing walls, tumbling mats, storage containers...
5. Collect score sheets from the Referee's
6. Make sure that the score sheets are signed by coaches, the referee's, score keeper, and clock operator once the game is completed.
7. Fill out Referee time-sheet

END OF DAY CLOSING PROCEDURES:

1. Collect all game score cards and timesheets for the day
2. Collect Game balls and equipment bag
3. Put score-board control panel in appropriate location
4. Pick up trash
5. Check-out with Facility Custodian
6. Turn in score cards & time sheets in the envelopes provided to the City of Peculiar Night Drop Box at City Hall

Injuries:

- 1) Get ice if needed.
- 2) Have the coach fill out the incident report form. (In Notebook)
- 3) Call Parks & Recreation Staff if the coach requests...



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: October 15, 2013
Agenda Item: 8-C
Subject: KC Metro Parks & Recreation Director's Association
Boards & Commissions Appreciation Banquet

BACKGROUND

The Kansas City Metro Parks and Recreation Director Association (KCMPRDA) is a group of area Parks & Recreation Directors that meet every other month to discuss parks and recreation issues, network, do some in-house training and work together on metro projects. The group meets every two months alternating locations across the state line. Every other year, the group hosts a "Boards & Commissions Appreciation Banquet" in which we honor those members of the local communities who volunteer to serve on Parks & Recreation Boards.

This year, the event will be held at Starlight Theatre in Swope Park with Bryan Busby of KMBC TV as the Keynote Speaker.

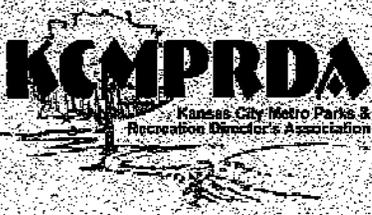
There is a fee to attend the event that helps cover the costs of the evening. The event was not budgeted in this fiscal year, so members would need to pay in order to attend. This is an adult event and spouses/significant others are welcome. The fee is \$40 per person or \$400 for a reserved table for 10.

ATTACHMENTS

KCMPRDA Boards & Commissions Announcement

ACTION ITEM

Park Board needs to vote and discuss if this is an event the group would like to attend.



You are cordially invited to attend the

**Kansas City Metro
Parks & Recreation Director's Association
Boards and Commissions
Appreciation Banquet**

- Date** Friday, November 8, 2013
6 p.m.
- Agenda** Cocktails & Appetizers
Entertainment by The Good Sam Club Band
Dinner
Guest Speaker: Bryan Busby, KMBC-TV
- Location** Starlight Theatre in Swope Park
Courtyard of the Stars VIP Club
4600 Starlight Road
Kansas City, MO 64132
- Cost** \$40/person

Please respond by November 1, 2013, via the enclosed reply card.

Hosted by:



**Boards and Commissions Appreciation Banquet
Friday, November 8, 2013-Starlight Theatre VIP Club**

Agency _____ Contact _____

Address _____ City, State, Zip _____

Phone _____ Email _____

____ Reserved table of 10: \$400/table _____ Individual: \$40/each

(please list attendees names on back)

- Form of Payment:**
- Check enclosed for \$ _____ (payable to KCMPRDA)
 - Purchase order number _____
 - Please charge \$ _____ to Visa MC Discover

Card Number _____ Exp _____/____

Name on Card _____

Please send checks payable to KCMPRDA to: Shannon Davies, Director of Parks & Recreation, City of Grain Valley, 713 S Main Street Grain Valley, MO 64029



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: October 15, 2013
Agenda Item: 8-D
Subject: 2012/2013 Year-end Project Report

BACKGROUND

Over the past 12 months, Park & Recreation Department and the Park Board had a huge year in terms of projects and accomplishments. As we officially close out the 2013/2014 Fiscal Year for the City of Peculiar, take a moment to look at some of the great things that have been done in our city to advance parks, recreation, leisure activities and take us to the next level in the very near future.

October 2012: Announced and advertised the Position of a Parks & Recreation Director

November 2012: Hired and announced the first Parks & Recreation Director for the City of Peculiar
Established an official Department of Parks & Recreation within the city organizational structure
Introduced Kasey King as a new board member

December 2012: The P&R Department and Park Board members became official members of the Missouri Parks & Recreation Association.
Voted and selected Team Sideline as the official sports league scheduler/website and online payment host.
Presented the first draft of a new department logo
Began discussions of renovated Raisbeck Park to maximize park potential and minimize flooding damage
Introduced Michael Hedrick as a new board member

January 2013 Voted to renovate and change Raisbeck park into a multi-purpose athletic complex and nature park
Revised the Shelter Reservation Policy
Developed a project list
Discussed and recommended a revised budget to the BOA for mid-year budget amendment.
Implemented a new Parks & Recreation Logo

February 2013 Park Board did not meet (no quorum)
Renewal of mowing and maintenance contracts for the final year of eligibility
Drafted and advertised an RFQ (request for qualifications) to select an engineering firm to develop a master plan for Raisbeck Park and implement construction phases.
Conducted an Irrigation Study with GBA engineering to find available water supply for field irrigation at Raisbeck Park
Implemented plans to attain the Tree City USA status

March 2013 Drafted a Tree maintenance code to be adopted by the Peculiar Municipal Code for all publically owned trees.
Began the application process for a Land Water Conservation Fund grant to help offset the costs of building a walking trail at Raisbeck Park
Implemented a list of National Standards and Procedures by which we use to develop department policies, procedures, and best management practices

April 2013 Held an Arbor Day Observation event at Shull Elementary (1 of 4 steps to be a Tree City USA)



Peculiar Parks & Recreation

MEMORANDUM

Had two state Foresters review our newly drafted Tree Maintenance Code and submitted to the City Attorney to format for the Peculiar Municipal Code
Finalized the LWCF grant application and held a public comments hearing during the monthly park board meeting.
Developed an Overnight Camping Policy
Developed an Eagle Scout Service Project Policy
Discussed the four (4) engineering firms that submitted qualifications for the Raisbeck Project

May 2013

Voted for Land3 Studios to develop the Master Plan for Raisbeck Park
Finalized the Tree Maintenance Code
Began discussions and contract documents for the upcoming tractor pull
Introduced Andrew Boston as a new board member

June 2013

Met and discussed the Raisbeck Renovation with Bob Bushyhead of Land3 Studios
Submitted the Tree Maintenance code to the BOA for 1st reading as an official ordinance of the city
Tractor Pull preparations (unfortunately the event was canceled due to rain)
Held a special meeting with Land3 Studios to discuss the master plan and renovation plans
Rented a chipper and began stock piling our own mulch pile out of downed limbs, storm damaged trees, general pruning and debris at Raisbeck from recent floods.
Assisted the City Administrator, City Engineer and City Planner in applying for TIGER grant
Began working with community leaders on a downtown Rail Trail project
Introduced Brian Boyd as a new board member

July 2013

Park Board did not meet (no quorum)
2nd reading by the BOA to officially introduce the tree maintenance code into the Peculiar Municipal code
Began McKernan Park playground rehab
Developed a Revenue Policy
Assisted City Administrator with implementation of a new city website
Initiated a plan for fall youth sports leagues
Held a special meeting with the City Administrator and Business Manager on the 2013/2014 budget

August 2013

Joined Raymore Parks and Recreation to host a fall youth volleyball league for girls in 4th/5th grade
Completed 3 of 4 steps to attain the Tree City USA Status: (Arbor Day Observance, Tree maintenance code, opened up volunteers for a newly established Tree Board)
Finalized the department portion of the 2013/2014 Budget and met with city staff for BOA recommendation
Began working on a 5 Year Vision Plan to be implemented later this fall (November/December)
Submitted permits for FEMA and Missouri state for land disturbance approval

September 2013

Assisted the City Administrator and Public Works department in applying for a grant
Began the 1st season of Girls Volleyball in Peculiar
Finalized the 3 members of the Park Board to join the tree board
Finalized the 2013/2014 Budget with BOA approval
Met with local non-profit group to host a fund raiser event at 66 Acre park to raise money for a local Peculiar Police Officer who has been diagnosed with cancer. The group will in exchange do some park improvements and leave a walking nature trail in the park.
Met with "South Metro Sports" organization to host and conduct youth sports leagues.

October 2013

Introduced new board member, Chris Green, he is replacing Michael Hedrick who moved out of City Limits
Finalized full online registration with credit card payments
Opened registration for youth basketball for boys and girls in 4th – 8th grade
Began development of a departmental list of Job descriptions for future positions

Peculiar Parks & Recreation

DIRECTOR'S REPORT



Prepared by: Nathan Musteen
 Month/Year: October 2013

ADMINISTRATIVE PROJECTS

- Online registration using credit cards for all recreation programs is now available.
- Girls volleyball
 - Picture night is Monday, October 14
 - League Schedule is located at www.teamsideline.com/peculiar
- Staff continues to develop and work on a 5 Year Vision Plan to present to the board this fall. This will be our plan and guide for the next 1-5 years.
- 2013/2014 Fiscal Year is now in place
- City staff worked together to apply for a FEMA grant to purchase a flood plain property
- Staff assisted the City Engineer in graphic design and layout of an APWA article on public works projects.
- Charlie's Battle 6.6 race is underway and progress continues as the race date gets closer.

Staff attended a 2 day training conference on September 25-26 in North Kansas City. The training focused on being an agent of change and learning techniques in dealing with your staff and the public. Excellent conference!

RAISBECK RENOVATION PROGRESS

PROJECT	SUMMARY	STARTED	STATUS	FINISHED
GBA Engineer Firm – Irrigation Study	Staff has entered an agreement with GBA Engineering to do an Irrigation Study on utilizing any and all means to provide irrigation to Raisbeck.	January	Finished	February
Fence / Dugout Removal	In efforts to create an open turf field layout at Raisbeck Park, all fencing and dugouts must be removed. Any fencing that can be reused shall be stored and utilized at 66 Acre Park for the annual tractor pull. All un-usable fencing will be recycled or disposed of properly.	January	Fence removed	March
Tree Work / Debris Clean-Up	This project includes the removal of 2 to 3 dead trees & stumps in the spectator areas, pruning of trees in the spectator areas, limb trimming and debris clean-up in the wooded areas surrounded the playing fields. This project will enhance the spectator area and provide a safe location to watch games.	February	Chipper was rented on June 7th	June
Design & Build RFQ	Develop an RPQ (Request for Proposals) that allows Engineer firms to study the project and property, and then present their concept plan for the Raisbeck Renovation Project. Park Board/Staff will choose the best qualified firm to be a guide in the process of the renovation	January/February	Finished	May
Land3 Studio	Land3 Studios were selected in the May Park Board Meeting as the top selection for a consultant to develop the Master Plan for Raisbeck Park	June	Land3 will present their proposal at the June meeting	June 24
Topographic Survey	Land3 Studios began preliminary work on Phase 1 of Erosion Control, Grading & Grassing – a topographic survey conducted in July.	July	complete	
Permits	Staff and Land3 met with the City Engineer and began the permit process for land alteration in a flood plain.	August	Delayed	

Peculiar Parks & Recreation

DIRECTOR'S REPORT



Raisbeck Renovation:

Land3 Studios is supplying a mounted Master Plan rendering as requested. We questioned if the government shutdown affects our permit approvals and asked about proceeding with work without the approved permits,. Unfortunately the City could lose their status within the FEMA program and face sanctions with hefty fines if we proceed without the permits. Although no official word has been sent about any delays involving the shutdown, we anticipate there may be some delays involved.

The LWCF Grant

I sent an email to MDNR on the status of our grant and if the government shutdown affects our approval. Below is correspondence from our contact for the LWCF grant in regards to the government shutdown:

Nathan,

We finally received our allocation letter and you should be getting a letter next week stating your grant application is in Omaha at the NPS regional office waiting final approval from them on your project.

Yes, they are off work, hopefully once they get back things will start moving again. I don't know how long they will be out or how much of a backlog will be waiting for them. I will try to keep everyone informed on how the process is going to get the grants approved.

*Wendy Gladbach
Missouri Department of Natural Resources
Division of State Parks/Planning & Development
Grants Management*

Recreation Programs

We will continue to move forward offering and hosting youth sports leagues through Peculiar Parks & Recreation despite the set-backs at Raisbeck. The following leagues will be offered in 2014:

Basketball
Spring & Fall Volleyball
Spring & Fall Soccer
Tiny Sports

PARKS REPORT

September Park Reports:

Peace Park:

- Park being mowed regularly

Mayor's Park:

- Park being mowed regularly
- Repaired damage to the vinyl fence from kids climbing on it

Peculiar Parks & Recreation

DIRECTOR'S REPORT



Raisbeck Park:

- Park being mowed regularly

McKernan Park:

- Park being mowed regularly
- Restrooms cleaned regularly
- Power washed the shelter and playground equipment (general cleaning)
- Sprayed weeds in the mulch beds
- Trimmed low branches for mower/walking clearance
- Removed branches, small debris, and a small tree were damaged from a storm on September 2nd.

City Lake:

- Park being mowed regularly
- Removed branches, small debris, and a small tree from a storm on September 2nd.
- KCPL repaired a live power line that was damaged from the storm.

Shari Drive Park:

- Park being mowed regularly
- Removed a pile of tires that were dumped in a clump of trees

66 Acre Park:

- No New Reports (Excalibur is volunteering their time and equipment for preparation of the upcoming special event at 66 Acre Park)