



Park Board of Peculiar

Meeting Agenda – May 12, 2014, 6:30 p.m.

City Hall Council Chambers – 250 S. Main Street

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Consideration of the Agenda & Minutes
- 5) Old Business
 - A) Raisbeck Renovation Update (Bob Bushyhead of Land3 Studios)
 - B) Chapter 125 Revision
 - C) Chapter 226 Criminal Records Checks
- 6) New Business
 - A) Tractor Pull To-Do List
 - B) Mayoral Request
- 7) Director's Report
- 8) Public Comments
- 9) Board Member Directives
- 10) Adjournment

**MEETING MINUTES
PARK BOARD
CITY OF PECULIAR, MISSOURI
April 14, 2014**

A regular meeting of the Park Board of the City of Peculiar, Missouri was held in the Council Chambers of the Municipal Building on Monday, April 14, 2014, beginning at 6:34 P.M. Park Board President Andrew Boston called the meeting to order.

Members Responding to Roll Call

Members present for the roll call include: President Andrew Boston, Member Homer Dunsworth, Member Doug Stark, Member Bryan Boyd, Member Jeff Harlan, Member Chris Green, and Member Kelsie McCrea. Director Musteen was also present.

Welcome and Introduction of New Member Jeff Harlan

Mr. Harlan gave a brief introduction of himself. The Board welcomed him aboard.

Consideration of Agenda and Minutes

Member Stark made a motion to accept the meeting minutes of March 2014. Member Green seconded the motion and the motion carried with a 6-0 voice vote. Member McCrea made a motion to accept the revised agenda adding “Board Comments” after Public Comments. The motion was seconded by Member Boyd and carried 6-0 voice vote.

Old Business

A. Raisbeck Renovation Update

Director Musteen provided an update on the project and relayed that the equipment and silt fence is on site and the turf is being prepped. The topsoil is being tested to ensure it meets specifications. Director Musteen walked the property last Thursday with Project Manager, City Engineer and Land3. Based upon the walk through the field layouts were tweaked some based upon aerial imaging of the corner on the big field.

Director Musteen also reported that the well investigation work will begin April 14-16th. He indicated that they will investigate near the storage barn because it is already located near power and water. While Land3 is conducting the investigations, the Board will actually request three quotes for the actual drill work. Director Musteen will investigate whether Carl Brooks provided the previous water table work done at the water plant so Land3 did not have to recreate the wheel for this project.

Director Musteen then requested that the Park Board for a motion to place a banner at Raisbeck Park to advertise the new soccer complex. The estimated cost for the banner is from \$150 to \$200. Discussion ensued about the appropriate size and location for the banner. Director Musteen will add a “Facebook” icon to the banner so individuals will know they can get more information from the City’s website and Facebook page. The Board approved the motion to place the banner at the entrance of Raisbeck Park with a 6-0 voice vote.

New Business

A. Chapter 125 Revision

Director Musteen presented a revised draft for the Park Board for review. He indicated that after the Park Board approves, it will go to the City attorney for review and then brought back to the Park Board for final approval before presenting to the Board of Alderman.

President Boston relayed that we need to update the age requirement language to reflect the same requirements as the Board of Alderman just approved.

Member McCrea relayed several suggestions and proposed changes, including:

- Does the Park Board need to have a Chairman to lead the Board, and must the Board “vote” for the Chairman? Director Musteen will research regarding the requirement to have a chair person and research whether the Chairman position can be a rotating schedule by Ward to eliminate the need for an election.
- Should we mirror the City’s update to the video-conferencing policy? President Boston agrees that we should mirror city and state law. Director Musteen will update.
- Do new need the first bullet with the word “appoint” since the Park Board does not have the authority to appoint. President Boston recommends that we change the language to recommend. Director Musteen will make the change.
- Member McCrea asked for the word “annual” to be removed before budgetary recommendations, since the Park Board actually makes budgetary recommendations throughout the year through budget amendment requests. Director Musteen will research.
- Change “organize and conduct recreational programming for all groups” to “recommend recreational programming for all age groups for the citizens of Peculiar” to better reflect the duties of the Park Board versus the duties of the Director.

No other changes were recommended. Director Musteen will make all changes and bring back for final approval to the Park Board before going to the City Attorney.

B. Chapter 226 Criminal Records Checks

Director Musteen presented proposed background check Chapter 226. Member McCrea inquired whether it should be expanded to any volunteer or employee to ensure we are covering our bases. Director Musteen relayed that due to cost concerns we probably wouldn’t want to implement such a policy.

President Boston inquired whether we want a time limit for an outside organization to reapply. Director Musteen will add a clause for up to one year for an organization to reapply next year to meet the City’s requirement. Member Green suggested that we add

language “at Park Director’s discretion” to this section as well. Director Musteen will make the changes, provide to Chief of Police for review, and provide to Park Board in May for final approval.

C. Tractor Pull Documents/Contracts

Director Musteen reported that we want to get a jump on the tractor pull. Director Musteen presented the contracts from previous year. Member Stark reported that there will be very minimal changes, but should change the requirement for the ambulance service; the dates; and the amounts. Need to remove language regarding cleaning up trash.

Need to determine if we have a blanket easement with the school for the right of way. Director Musteen will check with Jay Harris to determine what is required.

Member Stark inquired about the intent of the contract with the Band Boosters. Director Musteen reported it is a formality for the Band Booster to obtain a liquor license.

Director Musteen will place a resolution on the Board of Alderman agenda to approve the selling of beer at the Tractor Pull.

Member Stark relayed that he has set up Deffenbaugh to provide trash dumpsters and port-a-potty’s for the vent. Director Musteen will conduct limited research to provide quotes for other companies.

Director Musteen will set a timetable for advertising the event in the local newspapers. He will bring the timetable and draft advertisements to the May meeting. Member Stark will check with Jim Antonides to see if he will change the dates on the yard signs and banners.

Discussion ensued about volunteers needed to collect money at main gate. Member McCrea volunteered to coordinate and handle change and the count of money after the event.

Director Musteen will bring checklist to next meeting to identify additional tasks. He will also continue to follow-up with individuals who are doing work at 66 acre for the tractor pull lane. Discussion ensued about the need to look into rain insurance. Member Stark will look into criteria for rain insurance and report to board.

Director’s Report

Director Musteen reviewed his written report with the Board. We received the Land Water Grant and are moving forward with the trail project. The Tree Board did a preliminary walk through of the trail and it was determined at that time, it might be helpful to get an alternative bid to asphalt or concrete the trail near the athletic field to avoid issues with flooding.

Director Musteen reported that the City Lake had a break in on Thursday and we need to replace the chain and door where the city boat is stored. City is researching other options for replacing bolt and possibly moving gates back to secure property.

Tree Board held first event to help apply for Tree City USA by planting 100 trees in Raisbeck Park. Member McCrea asked to be notified of events occurring in Parks so that others can participate and spread the word in the community about good things happening.

Member McCrea relayed concerns from the City's website regarding the light issue at Mayor's Park and reported issues with the baby swing and some loose/dangerous screws at McKernan Park. Director Musteen will take care of the issues.

President Boston reported that a land disturbance permit is required for the work at Shari Drive Park and they are waiting on the surveyor to move forward.

Public Comments

None

Board Member Comments

Member Stark asked if the Board agrees that we need an aerial photo of the Tractor Pull. The Board agreed and Member Stark agreed to get a price.

Director Musteen presented certificates to Dunsworth and McCrea for their service on the Park Board.

Adjournment

Member Stark made a motion to adjourn at 8:15 p.m. The motion was seconded by Member Dunsworth and carried with a 6-0 voice vote.

These minutes were taken and transcribed by Member McCrea.

Approved:



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: May 12, 2014
Agenda Item: 5-A
Subject: Raisbeck Park Grading Improvement Update

BACKGROUND

Landscape Architect, Bob Bushyhead of Land3 Studios and City Engineer, Carl Brooks, will be present to give the board an update on the project and results of the well investigation.



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: May 12, 2014
Agenda Item: 5B
Subject: Revision of Chapter 125: Park Board

GENERAL INFORMATION

Revision to Chapter 125: Park Board of the Peculiar Municipal Code is currently being revised. The chapter addresses the Park Board and operations within the City Park System.

Over the next few months, Park Board will be taking an in-depth look at Chapters 125 and 225. The intent of this review is to clarify and create better continuity within these chapters of the Municipal Code.

Many of the ordinances listed within these chapters are outdated or no longer relevant and should be revised or removed. Re-organizing many of the sections between the two chapters will also provide that outcome of a clear and defined municipal code the Board desires.

In April – Staff presented the suggested changes of the Park Board to the City Attorney. Mr. Holbrook and Ms. Lewis, City Attorney and staff, have provided an updated draft and approved document for your consideration.

KEY ITEMS

Section 125:100 of the draft was left as is; however, this section is not needed as the City Administrator provides annual reports to the Board of Alderman. Park Board can discuss the inclusion of this section and make recommendation accordingly.

Once approved, Park Board and Staff will begin the revision of Chapter 225 and discuss Park Board By-Laws in June and July.

ATTACHMENTS

- 1) Chapter 125: Park Board Revision – this is an approved document by the City Attorney.
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ACTION ITEMS

- Review and make any necessary changes regarding section 125:100.
- Make a motion and vote to approve the final draft with any changes discussed.

Staff will take before the Board of Alderman at a later date for final approval and adoption.

CHAPTER 125: PARK BOARD (REVISION – 2014)

Cross Reference--As to general regulations for public parks, see ch. 225 of this code.

SECTION 125.010: CREATED -- COMPOSITION -- QUORUM

There is hereby created a Park Board consisting of seven (7) members. Four (4) members of the Park Board shall constitute a quorum.

SECTION 125.020: APPOINTMENT AND QUALIFICATIONS -- GENERALLY

- A. Each of the three (3) wards of the City shall be represented by at least one (1) appointee.
- B. With the approval of the Board of Aldermen, the Mayor shall appoint to the Park Board: one (1) member from each of the three (3) wards of the City; three (3) members from the residents at large; and one Alderman from any ward. The Alderman will serve as a liaison between the Park Board and the Board of Aldermen and shall have voting rights.
- C. All appointees must be a minimum of eighteen (18) years of age at the time of their appointment.
- D. All appointees shall have resided within City limits for a minimum of one (1) year prior to their appointment.

SECTION 125.030: TERMS OF OFFICE AND VACANCIES

- A. Each regularly-appointed member of the Park Board, except for the Alderman appointee, shall hold office for a term of three (3) years. The Alderman appointee shall hold office for a term of one (1) year. These regular appointments by the Mayor shall be made before the first day of September.
- B. Except in the cases of fulfillment of vacancies and involving the Alderman appointee, full terms of office shall commence on the first day of September and shall be staggered so that one-third of the member's terms shall commence each year.
- C. Vacancies on the Park Board, occasioned by removal, resignation or otherwise, shall be reported to the Mayor and shall be filled for the remainder of the unexpired term.
- D. The Director of Parks and Recreation shall be responsible for tracking vacancies and terms for the Park Board.

SECTION 125.040: ATTENDANCE

Park Board Members are bound by the attendance requirements and procedures of Peculiar Municipal Code § 115.045, which is incorporated-herein-by reference.

SECTION 125.050: COMPENSATION OF MEMBERS

No Member shall receive compensation for services on the Park Board.

SECTION 125.060: ORGANIZATION

During the first Park Board Meeting after September 1 of each calendar year, the members of the Park Board shall elect one of their members as Chairperson. The members may also elect other officers as they may deem necessary.

SECTION 125.070: POWERS AND DUTIES

- A. The Park Board serves as an Advisory Board to the Board of Aldermen in matters involving the administration and financial management of the City's parks for the welfare of Peculiar citizens.
- B. The Park Board shall have the power to recommend to the Board of Aldermen or the City Administrator a suitable person to maintain such parks.
- C. The Park Board shall make recommendations to the Board of Aldermen relative to the expenditures of all money collected to the credit of the Park Fund; and regarding the supervision, improvement, care and custody of the City's parks. These recommendations may include, but are not necessarily limited to, the following matters:
 - 1. All matters relating to policy formation, programming, legislation and use of park and recreation facilities and areas;
 - 2. Changes, additions or uses that will improve the effectiveness of the parks and recreation programs or facilities, including budgetary recommendations;
 - 3. Rules and regulations to govern the City's parks, recreation areas, and facilities as may be expedient and not inconsistent with this Article or directives of the Board of Aldermen;
 - 4. Recreational programming for citizens of Peculiar; and
 - 5. Any other duties as may be assigned by the Mayor or the Board of Aldermen.
- D. The Park Board shall make and adopt bylaws, rules, and regulations for their own guidance. These bylaws, rules, and regulations shall be subject to Board of Aldermen approval.

SECTION 125.080: PARK FUND

- A. All funds of the Park Board shall be kept in a separate account designated Park Fund. All funds allocated from the general funds of the City, together with all funds raised by special taxes, shall be deposited in such account.
- B. All monies disbursed from the Park Fund shall be used be remitted in accordance, and as limited by, the powers and duties set forth in this Chapter.
- C. The Director of Parks and Recreation shall monitor all expenditures of the Park Fund in accordance with the Park Board's annual budget and the City's purchasing policies.

SECTION 125.090: ANNUAL BUDGET

The Park Board, in conjunction with City Staff and the Board of Aldermen, shall prepare a budget

showing proposed expenditures of money (and the purpose for such expenditures) for the upcoming year. Said budget shall be presented to the Board of Aldermen for their general approval or disapproval, on or before the 1st day of September. Substitute or amended budgets may be worked out in like manner for their approval or disapproval.

SECTION 125.100: ANNUAL REPORT TO BOARD OF ALDERMEN

The Park Board shall make an annual report to the Board of Aldermen on or before the first (1st) day of September. The annual report to the Board of Aldermen shall state the conditions of the Park Board Funds as of October 1st of the prior year; the various sums of money received from the Park Fund and other sources; how much money has been expended and for what purposes; and any other information and suggestions as the Park Board may deem of general interest.



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: May 12, 2014
Agenda Item: 5C
Subject: Chapter 226: Criminal Background Check

GENERAL INFORMATION

As the Department continues to grow and adds more recreational leagues and programs, the need for more volunteers will grow. It is essential to provide a safe and fun atmosphere for the youth of Peculiar. Requiring Criminal Background checks helps ensure that the Park Board and the Parks & Recreation Department are taking the necessary steps to provide that safe environment.

It is important to note that a provision of the state statute added in 2009 promotes parks as safe havens by prohibiting individuals convicted of certain sex crimes from parks and an area of 500 feet surrounding parks that contain a playground or swimming pool. Those individuals volunteering to coach and found to have a criminal history that includes such will be prohibited without appeal.

KEY ITEMS

In April of 2014, Park Board looked at a draft version of Chapter 226: Criminal Background Check. Discussion and changes were addressed.

Staff forwarded these suggestions to the Peculiar Police Chief and the City Attorney. They provided some additional suggestions and those changes were made.

Staff has also included a draft "Policy" that helps implement how this ordinance is to be upheld. This is at the suggestion of the City Attorney and also is on our list of future policies and procedures to develop.

Important to note: This ordinance and policy addresses those individuals that are considered volunteers and not paid staff. Part time and full time staff have independent background checks provided by the city in accordance with the City of Peculiar Human Resources manual.

ATTACHMENTS

- 1) Draft – Chapter 226: Criminal Background Check
- 2) Draft – Volunteer Background Check Policy

ACTION ITEMS

- Review, discuss and make any necessary changes. Staff will make all changes and updates and have the City's Attorney review. A final draft will be brought before the board for recommendation to the Board of Alderman.

CHAPTER 226: CRIMINAL BACKGROUND CHECKS

SECTION 226.010: PURPOSE—REQUIRED

All youth athletic programs using City facilities shall require criminal records checks of its teams' coaches and disqualify from participation any coach whose record checks reveals a history of inappropriate behavior.

SECTION 226.020: DEFINITIONS

For purposes of this Chapter, the following terms shall have the meanings stated hereafter:

- A. **CITY FACILITIES:** Any property belonging to the City of Peculiar, Missouri, including buildings, courts, diamonds, fields or any other play or practice area.
- B. **COACHES:** Those persons eighteen (18) years of age and older having contact with youth participating in athletic activities by teaching, training or supervising, including those with a child participating in the activity with others.
- C. **CRIMINAL RECORDS CHECK:** A process which determines whether a person has a criminal record that should preclude him/her from working or volunteering in any capacity for the City of Peculiar or on City properties and/or facilities.
- D. **DISQUALIFY:** A permanent ban on being a coach for a youth athletic program.
- E. **INAPPROPRIATE BEHAVIOR:** Any arrest or conviction for a misdemeanor or felony offense involving violence, any arrest or conviction for any felony or misdemeanor offense involving physical or sexual abuse or neglect of a child, and any felony or misdemeanor offense involving the exploitation of children and any dangerous felony.
- F. **YOUTH ATHLETIC PROGRAM:** Any organized group offering of athletic activities to persons under the age of eighteen (18).

SECTION 226.030: RECORDS CHECK PROCEDURE

- A. Prior to beginning its use of any City facilities, every youth athletic program shall require all its coaches to submit to a criminal records check.
 - 1. Each coach will be issued notification that a criminal records check will be conducted for every person(s) volunteering in any capacity for the City of Peculiar or on City properties and/or facilities.
 - 2. Each youth athletic program is required to perform a criminal records check approved by the Peculiar Parks and Recreation Department or authorized by the sport's governing/sanctioning body.
 - 3. Any coach who has undergone this procedure for a youth athletic association using City facilities in the past two (2) years need not submit the form unless he or she has an arrest or conviction that would result in new information on the records check.
- B. Any youth athletic programs notified that a records check revealed inappropriate behavior shall disqualify that coach.
 - 1. The youth athletic programs shall notify any coach whose criminal records check revealed

- inappropriate behavior that he or she will be disqualified from participating as a coach.
2. The youth athletic programs will further notify a disqualified coach that he or she may obtain a copy of the information resulting in disqualification by personally contacting the City of Peculiar Police Department.
 3. The youth athletic programs will further notify any disqualified coach of his or her right to appeal the disqualification.
- C. A coach disqualified due to a criminal records check may appeal that disqualification.
1. All appeals of decisions made by the Parks & Recreation Department must be made in writing and delivered to the City of Peculiar Parks and Recreation Department within ten calendar days of the official decision.
 2. Appeals will be heard by the Peculiar Park Board or an assigned sub-committee consisting of a minimum of three Park Board members. The person making the appeal will be entitled to meet with this committee and present any evidence relevant to the incident(s) documented by the Department or youth sports organization.
 3. The Park Board or assigned sub-committee will render its decision in writing. All decisions shall be final. If the assigned sub-committee decision is not unanimous, a second appeal may be forwarded to the full Park Board for final decision at the next regularly scheduled meeting. All enforced consequences will remain in effect until the Park Board has convened.

SECTION 226.040: PENALTY

- A. Any youth athletic program not requiring criminal records checks of its coaches or allowing disqualified coaches to participate in its activities shall be prohibited from using City of Peculiar facilities.
1. A written notification will be provided to the youth athletic program requesting volunteer criminal background documentation
 2. A period of 2 weeks upon notice will be provided to the organization allowing the proper criminal background checks to be completed and reported to the City.
 3. If the youth athletic program has not complied within the two week period, the City shall revoke its right to participate in any program or activity on City Facilities or in City sponsored leagues or activities.



PECULIAR PARKS AND RECREATION

VOLUNTEER BACKGROUND CHECK POLICY

Location:

Cass County, Missouri,

Agency:

Peculiar Parks and Recreation Department

I. STATEMENT OF NEED

The Peculiar Parks and Recreation Board (“Board”) recognizes it is a necessity to establish certain guidelines wherein the Peculiar Parks & Recreation Department (“Department”) and any affiliated volunteer recreation associations can seek to protect our children and patrons by investigating the background of volunteers who will be coaching children involved in athletic programs or utilized in a supervisory role that has the potential of regular contact with participants and approved by the Parks and Recreation Department.

II. AUTHORITY AND RESPONSIBILITY

The Peculiar Park Board carries the primary responsibility to recommend policies to govern the operation and programs of the Parks and Recreation Department, assist in planning activities and events, and give guidance for expansion of parks and recreation facilities.

III. STATEMENT OF PHILOSOPHY

The philosophy of the Peculiar Parks and Recreation Board is that all children participating in organized programs and activities in the City of Peculiar can participate in a safe, fun environment. These types of programs and activities cannot be conducted without the involvement of community volunteers. A criminal history check serves as a means to review an individual’s background in respect to their volunteer participation with recreation activities. Knowing an individual’s criminal background can provide more certainty that people with a history of inappropriate behavior will not have access to the children and participants involved in our programs. Therefore, the objective of our background checks is to ensure the safety and well-being of participants and provide citizens with a peace of mind.

The Department shall serve as primary governing body for conducting criminal background checks and monitor all volunteers participating in organized activities authorized by the department.

The Peculiar Park Board shall support Department Staff authorizing the implementation of an aggressive and thorough criminal check procedure as mandated by Chapter 226 of the Peculiar Municipal Code.

IV: General

All volunteers who are directly responsible for the safety and well-being of participants involved in a Peculiar Parks and Recreation Department program, that will be directly supervising children participating in leagues and programs or be solely responsible for supervising City sponsored activities such as athletic practices in which no City staff representation is present will be subject to a background screening consisting of a sexual offender registry search and a criminal history search.

Volunteers that assist the Parks and Recreation Department on a one event basis or at events less than once a month do not have to be screened, however, these individuals must be under the supervision of a staff member at all times. For example, a volunteer assisting with registration for special event or annual community event would not need to be screened.

Volunteers will be screened on a bi-annual basis.

A) Screening Process:

1. Parks and Recreation Department staff members will distribute Authorization for Background Check Consent Forms to all volunteers. Information required includes name, social security number, date of birth, current physical address and signature. All forms must be completed by the volunteer and returned to the Department Staff.
2. The Department Staff will submit the background information to the SSCI: Southeastern Security Consultants, Inc. (www.ssci2000.com) to conduct the screening. SSCI will provide the City of Peculiar with a pass/fail report. If the results of the screening indicate that an individual has a record, the results of the screening will be forwarded to the Peculiar Police Department to decipher the level of severity of the crime(s) for the Parks and Recreation Department.
3. If any disqualifying offenses are reported in the background check as defined in Chapter 226 of the Peculiar Municipal Code or further defined herein, the Parks and Recreation Department staff will notify the volunteer that they are disqualified. It will be the responsibility of the Parks and Recreation Department staff to find another volunteer to take over the duties.

B) Confidentiality:

To protect the privacy of the volunteer, information provided for the background screen will be submitted to a third party screener, Southeast Security Consultants, Inc. (SSCI) for volunteers and/or the City of Peculiar's third party vendor if deemed necessary. Any information received during a volunteer's screening process will not be disclosed outside of the organization and will be shared within the organization only on a "need to know" basis. The consent/release form which includes personal data will be kept in a secure location and will only be accessed by authorized personnel. In special circumstances, The City of Peculiar Parks and Recreation Department has the duty to disclose to third parties, including government agencies, certain types of information when required by law.

C) Appeals Process:

1. If a volunteer's background check includes a disqualifying charge, the Parks and Recreation Department shall immediately relieve a volunteer of their duties. There will be no appeal of a decision to relieve a volunteer, if the volunteer's relevant criminal history is accurate; all decisions are final.
2. If a volunteer wishes to dispute the content of the background check, the volunteer must adhere to Chapter 226: Criminal Background Checks, section 226.030 (C) for appeals procedures.

D) Factors to Consider:

A conviction of a crime, other than a disqualifying crime, does not automatically preclude volunteer service, and individual circumstances will be considered. For crimes that do not fall into a disqualifying category, factors will be reviewed to determine if an individual can volunteer with the Department.

1. Type of offense-The type of criminal offense matters with regard to the level of risk the person poses to the volunteer service they will be performing.
2. Context of offense-The nature and severity of a crime, the number of convictions, progress since the crime occurred, cause and effect, etc., may impact whether an individual would be allowed to volunteer for the Department.
3. Time of offense-Specific information such as how long it has been since the conviction occurred may affect the decision of allowing an individual to volunteer.

E) Disqualifying Crimes:

If a volunteer (1) has been found guilty, pled guilty; or pled no contest, regardless of adjudication, (2) has a charge pending against him or her in which it is alleged that he or she has committed any of the following crimes, or (3) has a record of a conviction of an equivalent offense in another state, the person will be disqualified from volunteering for any position in any recreational program or activity approved by the Parks & Recreation Department.

- All Sex Offenses/Murder/Homicide – *Regardless of the amount of time since offense*
 - Examples of sex offenses include, but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

- All Felony Violence Offenses - *Regardless of the amount of time since offense*
 - Examples include, but are not limited to: manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
- All Felony offenses other than violence or sex within the past ten (10) years
 - Examples include, but are not limited to: drug offenses, theft, embezzlement, fraud, child endangerment, etc.
- All Misdemeanor Violence offenses within the past seven (7) years
 - Examples include, but are not limited to: simple assault, battery, domestic violence, hit and run, etc.
- All misdemeanor alcohol offenses within the past seven (7) years
 - Examples include, but are not limited to: driving under the influence, drunk and disorderly, public intoxication, simple drug possession, possession of drug paraphernalia, etc.
- Any other misdemeanor within the past five (5) years that would be considered a potential danger to children or is directly related to the functions of that coach
 - Examples include, but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor, etc.

WHY THESE CRIMES? The National Recreation and Park Association (NRPA) has reviewed the resources of the National Association of Professional Background Screeners and sought the counsel of recognized background screening experts to develop a set of Recommended Guidelines for Volunteer Background Screening in park and recreation settings. These guidelines were produced as a result of this review.

V: Flow of Paperwork and responsibilities of the Parks & Recreation Department

- A. Distribute the consent/release forms to volunteers
- B. Collect all completed (legible) consent/release forms prior to registration deadline for specific sport applicant that would like to coach or beginning any volunteer opportunity
- C. Send forms or data to Background Screening Company
- D. Receive the screening results from the Background Screening Company
- E. Make appropriate notifications on any volunteer who is disqualified
- F. Provide the disqualified volunteer applicant with the following documents:
 1. Fair Credit Reporting Act - Summary of Rights
 2. Letter of disqualification
 3. Copy of actual screening report (results)

VI: Attachments

Peculiar Parks & Recreation Volunteer Coaches Application
 Peculiar Parks & Recreation National Background Screening Consent Form

VII: REVIEW

The Background Screening Process is an ongoing process and is subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas and required by the Peculiar Municipal Code, Chapter 226: Criminal Background Checks

PECULIAR

parks & recreation



Youth Sports Coaches Application:

INTERESTED IN COACHING A PECULIAR PARKS & RECREATION YOUTH SPORTS TEAM?

Our leagues are dependent on coaching volunteers like you. If you enjoy working with kids and want to teach kids about the fundamentals of sports, good sportsmanship, learning life lessons through athletics, and being a responsible person, please fill out the form below. Please write a short paragraph explaining what qualifies you to coach. (This can be as simple as "I enjoy teaching kids," and include a bit of information about you.) This note is just simply to get to know the potential coaches of our leagues. All Coaches selected will be required to complete a background check.

Return this form with to: Peculiar Parks & Recreation
250 South Main Street
Peculiar, MO 64078

Name _____ Email Address (preferred) _____

Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Will you be coaching your own child? If yes, please list their name(s): _____

Have you coached youth sports before? (If no, this does not disqualify coaches from consideration)

Yes _____ No _____ If yes which _____

Coaching status (anticipated): Head or Assistant Number of years: _____

Have you ever taken a coach certification course? _____

If yes, what year and through what organization? _____

Coaches t-shirt size (one supplied per coach): Please circle

Adult Small Adult Medium Adult Large Adult X-Large Adult XX-Large Adult XXX-Large

What qualifies you to Coach? _____

_____ continue on back if needed...

Coaches Signature: _____ Date: _____

Office Use: Rcpt #: _____ Date: _____ Initials: _____ Background complete _____



Peculiar Parks & Recreation

National Background Screening Consent Form

Applicant's Legal Name (printed) _____

Social Security Number _____ Date of Birth _____

Applicant's Address _____

City _____ State _____ Zip _____

I, _____, authorize and give consent for the above named organization to obtain information regarding myself. This includes the following:

- Local & National Criminal background records/information
- All 50 State Sex Offender Registries
- Full Address Trace
- Social Security Verification

I the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

By signing this document, I am providing the above named Organization my consent for an initial background check as well as any subsequent background checks deemed necessary throughout the length of my volunteer assignment with this Organization.

Print Name: _____ Date: _____

Signature: _____



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: May 12, 2014
Agenda Item: 6-A
Subject: Tractor Pull

BACKGROUND

The Annual Tractor Pull is June 21st. Listed below is a to-do list in preparation of the event. Further discussion as necessary.

TRACTOR PULL TO DO LIST:

MSTPA Contract

Week of 5/5 Gave authorized contract to Member Stark to have MSTPA sign and return
_____ Present a contract between the City and MSTPA to the Board of Alderman on May 19th for approval

Band Boosters Concessions / Beer Contract

Week of 5/5 Gave authorized contract to Member Stark to have Band Boosters sign and return
_____ Present a contract between the City and RP Band Boosters to the Board of Alderman on May 19th for approval
_____ Provide Boosters with a letter of support to the Missouri Division of Alcohol and Tobacco Control
_____ Present an application for an I-9 temporary Liquor License to the BOA on June 2

Count Pull arrows

_____ Large red "Pull" arrows are in the shed at Raisbeck (last year – 3)
_____ Small red "Pull" arrows are in the shed at Raisbeck (last year – 5)

Count yellow Parking Signs

_____ Yellow yard signs with "Parking and an arrow" are in the shed at Raisbeck (last year – 6)

Load 20 T-Posts in Truck

_____ Deliver to Member Stark

Banners and Signs

May 9, 2014 Contacted Jim A. about vinyl replacement



Peculiar Parks & Recreation

MEMORANDUM

Yard signs at major intersections

_____ Over 10 signs placed in visible areas in town
_____ Over 12 signs placed on major intersections and in neighboring community's including:
Belton Cleveland West Line
Drexel Archie Harrisonville
Pleasant Hill Raymore Prominent intersections in Cass County

Secure Radios for communication from Peculiar PD

_____ May 9, 2014 Requested
_____ Follow up at Staff Meeting on June 11

Request extra patrol runs during the night on Saturday to guard the donated equipment

How many and what times?

_____ Requested
_____ Follow up at Staff Meeting

Notify Excalibur of Tractor Pull Duties

_____ Finish mow only, Wednesday before TP like last year
_____ Move Aluminum bleachers to 66 after the mow
_____ Regular trash duties during event as in the past

Request the Grader be transported to 66 on Friday

_____ Requested
_____ Follow up at Staff Meeting

Find tents

_____ 1 tent: 10x20 at the County Barn
_____ 2 EZ ups at the county barn
_____ purchase 2 new EZ ups (week of event)

_____ **8 Tables from Brierly Hall** – will move the week of event after the Clara Brierly festival

_____ **10 chairs from Brierly Hall** - will move the week of event after the Clara Brierly festival

Chloroplast Signs

_____ No Coolers – at the County Barn
_____ Pricing Sign – at the County Barn

Look for Arm Bands or bring stamp for re-entry

_____ City staff will provide a stamp for patrons who leave and want to return
_____ City staff will utilize double tear-off tickets to keep track of paid visitors for accounting purposes.

News Paper Ads

_____ Raymore Journal – ad ran in the June 6th Issue
_____ North Cass Herald – ad ran in the June 7th issue
_____ Cass County Democrat – Full page ad ran in the June 7th issue and again in the June 12 "Shopper"



Peculiar Parks & Recreation

MEMORANDUM

Full Color Entry Banner

_____ A full color 4x8 Entry banner to be placed at the entrance of the Park (purchased last year)

Other Items:

_____ 200 zip ties (large heavy duty)
_____ 2 rolls (caution tape)



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: May 12, 2014
Agenda Item: 6-B
Subject: Mayoral Request

BACKGROUND

Mayor Stark is interested in implementing 2 new community events:

- 1) Yard of the Month during the spring/summer/fall months
- 2) Christmas Decoration Contest

She has asked Staff to present to the Park Board for discussion to see if the Board would be interested in overseeing these events.

If the Board is interested, staff will prepare a program for each event and bring back in June.

ACTION

Discuss and prepare an official response to the Mayor – Staff will relay the response at the weekly staff meeting.

Peculiar Parks & Recreation

DIRECTOR'S REPORT



Prepared by: Nathan Musteen
Month/Year: May 2014

ADMINISTRATIVE PROJECTS

- Soccer & Volleyball Season has now ended.
- Staff helped City Administrative staff prepare and submit the 2014 TIGER6 Grant. This is a Transportation grant request in the amount of 8.1 million dollars.
- The downtown Rail Trail project continues to move forward. Future Eagle Scout, Nick McCord began work and will continue through the month of May.
- Staff held an Arbor Day event at each of the Elementary Schools in Peculiar.

RAISBECK RENOVATION PROGRESS

Raisbeck Renovation:

December: Phase 1 construction bid documents have been drafted based on Board recommendations. The City Engineer reviewed the documents .

January: Advertisement

February: Selection of contractor

March: Signing of contract

March/April: Construction Begins: The project was awarded to Cobra on March 18, 2014. A preconstruction meeting was held on March 20, 2014 and Cobra mobilized equipment to both the jobsite and the topsoil borrow area at Stonegait Farm at 195th & State Route J on March 27, 2014. On March 31, 2014 Cobra started stripping and stockpiling topsoil borrow for use on elevating the three playing field elevations. Work continued on stockpiling topsoil on March 31 through April 18. The playing fields were staked on April 05, and work on the playing fields was initiated on April 07 and has continued as weather and soil conditions permit. Cobra has haul over 3500 CY of topsoil that was tested by Turf Diagnostics & Design and met contract specifications.
An update will be provided by Bob Bushyhead of Land3 during the May meeting.

PARKS REPORT

Peace Park:

- Park being mowed regularly

Mayor's Park:

- Park being mowed regularly
- Park was sprayed for broadleaf weeds
- Park Light was reported to KCPL (again) Staff received phone confirmation that the outage was reported and scheduled to be repaired.

Raisbeck Park:

- Park being mowed regularly
- Park is closed for construction
- Banner is ordered, once it arrives, staff will post near the park entrance for clear visibility from I-49

McKernan Park:

- Park being mowed regularly
- Park was sprayed for broadleaf weeds
- The sink in the women's restroom is broken, parts are on order.

Peculiar Parks & Recreation

DIRECTOR'S REPORT



- The Water Fountains have been repaired
- Flags are in need of replacement, staff has ordered new replacements

City Lake:

- Park being mowed regularly
- Park was sprayed for broadleaf weeds
- Trash cans have been vandalized for 2 weeks. Excalibur has picked them up and replaced them in the appropriate area.

Shari Drive Park:

- Park being mowed regularly

66 Acre Park:

- No new reports
- Trail being mowed regularly

ARBOR DAY EVENT

Tree Board Event:

- On April 22th, Director Musteen held an Arbor Day Observation event at Shull Elementary School. This year 5 gallon Easter Red Bud was planted next to last years tree. The 2nd grade class joined me for a couple of hours learning how to plant and care for new trees.
- On May 2nd, Director Musteen held an Arbor Day Observation event at Peculiar Elementary. Fourth grade students joined Mayor Stark and I as I taught the children the basics of planting new trees. We planted a Shumard Oak tree in the front of the school building.

Both events will be included in our Tree City USA application later this fall.



City of Peculiar
Statement of Revenue and Expenditures
 Revised Budget

For the Fiscal Period 2014-6 Ending March 31, 2014

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
Park Fund					
Revenues					
Revenues					
20-00-4015 Park - Carry Over	30,000.00	0.00	0.00	0.00	0.00%
20-00-4020 Sales Tax	140,000.00	70,104.35	135,000.00	73,839.39	45.30%
20-00-4230 Building-Zoning Permits	1,000.00	300.00	600.00	2,400.00	(300.00%)
20-00-4240 Boating Permits	100.00	14.00	100.00	310.00	(210.00%)
20-00-4600 Interest Income	2,000.00	292.53	1,000.00	309.86	69.01%
20-00-4810 Special Events	25,000.00	0.00	25,000.00	0.00	100.00%
20-00-4920 Recreation Programs	7,000.00	0.00	17,868.00	4,419.50	75.27%
20-00-4922 Donations & Sponsorships	500.00	0.00	1,000.00	740.00	26.00%
20-00-4923 Concessions	1,000.00	0.00	6,500.00	0.00	100.00%
20-00-4924 Shelter Rental	300.00	50.00	600.00	0.00	100.00%
20-00-4925 Other Permits	0.00	0.00	13,041.00	0.00	100.00%
Total Revenues	206,900.00	70,760.88	200,709.00	82,018.75	59.14%
Total Revenues	206,900.00	70,760.88	200,709.00	82,018.75	59.14%
Park					
Expenditures					
20-20-5100 Parks-Salaries & Wages	50,000.00	18,909.87	34,000.00	26,250.00	22.79%
20-20-5200 Payroll Taxes	3,500.00	1,439.88	4,100.00	1,692.59	58.72%
20-20-5210 Benefits	9,500.00	4,775.74	13,000.00	11,969.84	7.92%
20-20-5220 Worker's Compensation	2,500.00	25.00	500.00	347.45	30.51%
20-20-5320 Employee Testing	0.00	169.50	0.00	3.11	0.00%
20-20-5400 Office Supplies & Equipment	4,000.00	1,958.59	250.00	677.59	(171.04%)
20-20-5410 Dues & Memberships	650.00	693.33	750.00	884.97	(18.00%)
20-20-5430 Bankcard Fees	0.00	0.00	0.00	428.27	0.00%
20-20-5440 Office Machines	0.00	0.00	0.00	375.04	0.00%
20-20-5600 Audit	1,000.00	615.00	0.00	200.00	0.00%
20-20-5610 Accounting	3,000.00	1,202.47	2,500.00	653.80	73.85%
20-20-5620 Legal	3,000.00	760.19	3,000.00	804.00	73.20%
20-20-5675 Liability Insurance	0.00	491.00	0.00	0.00	0.00%
20-20-5715 Contractual-Payroll	0.00	100.00	0.00	19.99	0.00%
20-20-5800 IT Maintenance	1,000.00	1,081.21	1,000.00	357.09	64.29%
20-20-6130 Supplies	0.00	291.22	300.00	0.00	100.00%
20-20-6150 Administrative Building	0.00	1,120.09	2,000.00	2,414.02	(20.70%)
20-20-6200 Vehicle Insurance	0.00	150.00	300.00	145.58	51.47%
20-20-6210 Vehicle Maintenance	1,000.00	88.99	500.00	6.75	98.65%
20-20-6220 Fuel & Oil	500.00	44.33	500.00	233.40	53.32%
20-20-7000 Park Maintenance	30,000.00	14,293.98	29,000.00	6,227.02	78.53%
20-20-7010 Mowing & Landscaping	28,000.00	4,284.20	26,500.00	3,443.40	87.01%
20-20-7030 Utilities	3,500.00	1,340.36	2,000.00	4,540.35	(127.02%)
20-20-7250 Restrooms	3,500.00	1,628.45	3,500.00	1,064.34	69.59%
20-20-8040 Capital Purchases	0.00	0.00	177,490.00	15,546.36	91.24%
20-20-9010 Debt Service	29,000.00	14,193.74	25,000.00	9,490.36	62.04%
20-20-9500 Special Events	25,000.00	(509.86)	26,000.00	0.00	100.00%

City of Peculiar
Statement of Revenue and Expenditures
Revised Budget

For the Fiscal Period 2014-6 Ending March 31, 2014

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
20-20-9510 Concessions	500.00	0.00	5,850.00	0.00	100.00%
20-20-9512 Recreation Program Tools & Equip	1,000.00	0.00	4,614.00	188.13	95.92%
20-20-9513 Staff Uniforms	200.00	0.00	75.00	0.00	100.00%
20-20-9515 Educational Training	1,800.00	406.68	2,500.00	304.89	87.80%
20-20-9518 Trees & Parks Beautification	0.00	0.00	2,500.00	59.12	97.64%
20-20-9519 Recreational Program Expenses	1,000.00	0.00	17,900.00	4,887.96	72.69%
Total Expenditures	(203,150.00)	(69,553.96)	(385,629.00)	(93,215.42)	75.83%
Total Park	(203,150.00)	(69,553.96)	(385,629.00)	(93,215.42)	75.83%
Total Park Fund	3,750.00	1,206.92	(184,920.00)	(11,196.67)	93.95%