



Park Board of Peculiar

Meeting Agenda – July 14, 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) Officer Election & Seat vacancy
 - A) Park Board Chair
 - B) Tree Board Member
- 5) Consideration of the Agenda & Minutes
 - A) May 12, 2014
 - B) June 9, 2014
- 6) Old Business
 - A) Tractor Pull
 - B) Municipal Code Update
- 7) New Business
 - A) FY15 Budget
 - B) Mayor's Park
- 8) Director's Report
- 9) Public Comments
- 10) Board Member Directives
- 11) Adjournment

**MEETING MINUTES
PARK BOARD
CITY OF PECULIAR, MISSOURI
May 12, 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, May 12, 2014, beginning at 6:30 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, and Member Kelsie McCrea. Director Musteen and Carl Brooks were also present.

Consideration of Agenda and Minutes

Member Stark made a motion to accept the meeting minutes of April 2014. Member McCrea seconded the motion and the motion carried with a 6-0 voice vote. Member Stark made motion to accept agenda with flexibility, seconded by Dunsworth. Carried with 6-0 voice vote.

Old Business

A. Raisbeck Renovation Update

Mr. Bushyhead and Carl Brooks attended the meeting to provide an update on the Raisbeck Park project. Mr. Bushyhead reported that we completed the well investigation completed and the results did not turn out the way we wanted. There is not enough flow to support a well. Mr. Bushyhead is working with Water 10 to determine if we can use a small water wheel for emergency situations; however, it will not be cost effective from an operating stand point. Director Musteen reported figures for using a water truck. Additional options were discussed by the Board; however, no solution was reached. We will continue to research our options.

B. Chapter 125 Revision

Director Musteen reported that he submitted to City Attorney for review and the attorney provided significant changes. Director Musteen requested additional changes or suggestions from the Park Board before submitted to the Board of Alderman for approval. Member McCrea made a motion to remove section 125.100 from the current document and approve the rest of the document as. Member Stark seconded the motion and it passed with a 6-0 voice vote.

C. Chapter 226 Criminal Records Checks

Director Musteen reported that he provided Chapter 226 to the City Attorney for review. Mr. Holbrook requested that we have the ordinance that discusses the requirements, but the policy will dictate how we will enforce the ordinance. Director Musteen presented his changes and the Board agreed and directed him to provide to the City Attorney for further review.

New Business

A. Tractor Pull To-Do List

Director Musteen reported on actions he has completed and Member Stark reported on additional action items that are complete and items that need to be completed. Discussion ensued about vendors to provide the port-o-potties for the event. Member Stark will let Director Musteen know on the vendor to use. Director Musteen has contacted the vendor for the banners and yard signs. Discussion ensued about signs and marketing of the event.

Member Stark suggested that we work to obtain sponsorship for the event, or in-kind services. Director Musteen will update the flyer for Board Members to distribute and try for sponsorships.

The Board discussed the price for the tractor pull and agreed on \$15 for individuals over 15 years old; ages 6-14 will be \$10; and kids under 5 are free.

B. Mayoral Request

Director Musteen reported that the Mayor has asked for us to sponsor a yard of the month contest and a Christmas decorating contest. Director Musteen will work up plans on the program and how it will be judged. The Board agreed to sponsor the events.

Director's Report

Director Musteen reviewed his Director's Report with the Park Board. Discussion ensued regarding City Lake and how to clean up the moss. No resolution reached because of lack of funds. Director Musteen reported the light at Mayor's Park to KCP&L and received a confirmation of our request. The banner will be added within the week at Raisbeck Park to demonstrate our progress. Director Musteen suggests that we replace water fountains at McKernan Park.

Public Comments

None.

Board Member Comments

Further discussion regarding items for Tractor Pull.

Adjournment

Member Stark made a motion to adjourn at 8:30 p.m. The motion was seconded by Member Boyd and carried with a 5-0 voice vote.

These minutes were taken and transcribed by Member McCrea.

Approved:

**MEETING MINUTES
PARK BOARD
CITY OF PECULIAR, MISSOURI
June 9, 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, June 9, 2014, beginning at 6:30 P.M. Member McCrea called the meeting to order.

Members Responding to Roll Call

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

Consideration of Agenda and Minutes

Member Green made a motion to accept the agenda and Member Dunsworth seconded. The motion carried with a 5-0 voice vote. Minutes from the May meeting will be presented at the July meeting.

Old Business

A. Yard of the Month Program

Director Musteen reported on the program he drafted at the Mayor's request. Mayor Stark reviewed and likes the concept and would like to move forward. Discussion ensued about the start date for the program. Member Dunsworth made a motion to accept the plan as proposed but delay the start until Spring 2015. Member Boyd seconded and the motion passed with a 5-0 voice vote. Director Musteen will work on a communication plan to ensure that we start previewing the program this fall so that citizens are ready next spring.

B. Chapter 226 Criminal Records Checks

Director Musteen reported that the City Attorney has approved our suggested Chapter 226. Member Dunsworth made a motion to submit Chapter 226 as is to the Board of Alderman for approval. The motion was seconded by Member Boyd and carried with a 5-0 voice vote.

C. Tractor Pull

Director Musteen and Member Stark reported that everything is in line for the Tractor Pull on June 21, 2014.

New Business

A. Chapter 225 Review

The Park Board discussed several provisions of Chapter 225 and provided suggested changes, including:

- Language about model airplanes and remote control vehicles will be changed to designate Sheri Drive Park and 66-Acre Park only.
- As it relates to the City Lake, take out language about “gold fish” not allowed as bait.
- Increase boat permit for City Lake to \$7 per year.

Director Musteen reported that he will make the changes and submit to the City Attorney for review. He also indicated that once we these documents updated, we will be able to create signs to post rules in our parks.

B. FY15 Budget

Director Musteen reported that he will spend significant time on the budget to be prepared for the budget meetings in July. He provided information and asked the Board to clarify whether we would like to hire a full-time Parks Superintendent in lieu of a maintenance contractor. Following further discussion, Member Dunsworth made a motion to hire a full time Parks Superintendent. The motion was seconded by Member Boyd and carried with a 5-0 voice vote. Additional direction provided to Director Musteen by the Park Board includes a request to keep the tractor pull in the budget as is and to wait on work relating to the concession stand at Raisbeck, but instead focus on gravel for the parking lot. The Park Board agreed with the remaining suggestions raised by Director Musteen’s in his proposed budget worksheet and the priority for the items listed.

C. Twin Oaks Park

Member Dunsworth made a motion to not move forward with the proposed park at Twin Oaks. Member Harlan seconded the motion and it carried with a 5-0 voice vote.

Director’s Report

Director Musteen worked through his written Director’s Report. No additional questions from the Board.

Public Comments

None.

Board Member Comments

None.

Adjournment

Member Dunsworth made a motion to adjourn at 7:55 p.m. The motion was seconded by Member Boyd and carried with a 5-0 voice vote.

These minutes were taken and transcribed by Member McCrea.

Approved:



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: July 14, 2014
Agenda Item: 6-A
Subject: Tractor Pull

BACKGROUND

The Annual Tractor Pull was June 21st.

Gate Volunteers attempted to give out tickets to help keep track of an official head count, unfortunately, the number of tickets were well below the amount of money deposited. An official head count is not available due to the discrepancy.

There is some dispute regarding the United Rentals invoice, Member Stark is working on this issue, the price listed for the United Rentals is a conservative estimate.

There was a \$158 difference in the bill for Excalibur from 2013 to 2014. The increase for 2014 reflects that Excalibur actually worked the event this year unlike 2013 when they did not work the actual event as it was canceled.

Not reflected on the P/L sheet or actual staff time

Estimated **47** staff hours dedicated to the Tractor Pull

- Event Set-up
- Signs/banners (put up and take down)
- Office details (website, forms, documents)
- Working the Event
- Event Clean-up

Estimated 7 additional hours of City Staff dedicated to the tractor Pull

- Aimee Boyd working the gate

TRACTOR PULL P/L REPORT

Revenue

Sponsorship - Willey Trucking	\$500.00
Gate Deposit	\$20,077.00
Concessions Deposit	\$8,361.16
TOTAL BANK DEPOSIT	\$28,438.16

TP Expenses		
Starting Cash		
	Puller Gate Cash	\$525.00
	Main Gate Cash	\$3,775.00
Pull Expenses		
	Hex FX: Video/Aerial Photos	\$100.00
	MSTPA Contract	\$10,750.00
	Cindy's Restrooms	\$650.00
Excalibur Contracting (fence, bleachers, trash)		\$1,678.75
	Wal-Mart (basic supplies)	\$47.01
	Lowes (basic supplies)	\$96.20
Country Mart (water & ice for event staff)		\$20.96
	Doug Stark (fuel re-imburement)	\$221.01
BP Gas Station (light generator fuel)		\$275.50
Harvey's Stuff & Such (signs/banner letters)		\$25.00
	Cass County Democrat	\$253.50
	North Cass Herald	\$156.87
	The Journal	\$275.00
United Rentals (lights & rental equipment)		\$922.88
TP Expense Total		\$19,772.68

Tractor Pull Summary		
	Revenues	\$20,577.00
	Expenses	\$19,772.68
	Total	\$804.32

Concession Expenses		
	Concessions Starting Cash	\$700.00
	County Beverage Co	\$827.00
	Country Mart	\$1,515.90
United Rentals - Generator		\$162.80
	BP Gas (Generator Fuel)	\$19.00
Concession Expense Total		\$3,224.70

Concessions Summary		
	Revenues	\$8,361.16
	Expenses	\$3,224.70
	Total:	\$5,136.46

Band Boosters		
50% of Concessions:		\$2,568.23
Park Fund		
50% of Concessions:		\$2,568.23
Tractor Pull		\$804.32
		<hr style="width: 100%; border: 0.5px solid black;"/>
		\$3,372.55



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: July 14, 2014
Agenda Item: 6-B
Subject: Municipal Code Update

BACKGROUND

Over the past few months, Park Board and Staff have been taking an in-depth look at Chapter 125: Park Board and Chapter 225: Parks and City Lake. Chapter 125 was finalized and recommended to the Board of Alderman on June 23. A draft of the Chapter 225 revision was reviewed by the Park Board at the regularly scheduled June meeting. Those revisions were submitted to the City Attorney's office. Minor redundancies cross-referencing the Peculiar Municipal code were corrected and grammatical changes were made.

The intent of this project is to clarify and create better continuity within the two current chapters of the Municipal Code and introduce a much needed addition.

In addition, staff has drafted a Criminal Background Check ordinance that the Park Board recommends for establishment in the municipal code.

On July 7th, the Board of Alderman reviewed all three Chapters of the Municipal Code. The Board of Alderman passed all three chapters with a first and second reading with no changes to the documents as recommended by the Park Board.

These bills will go into effect upon the signature of the Mayor during the week of July 14th.

ATTACHMENTS

- Attachment 1: Bill 2014-19: Revised Chapter 125: Park Board
- Attachment 2: Bill 2014-20: Revised Chapter 225: Parks and Public Property
- Attachment 3: Bill 2014-21: Chapter 226: Criminal Background Checks

BILL NO. 2014-19
ORDINANCE NO. _____

AN ORDINANCE RESCINDING CHAPTER 125 OF THE PECULIAR MUNICIPAL CODE AND REPLACING WITH A NEW REVISED CHAPTER 125 THAT UPDATES THE ESTABLISHMENT AND ROLE OF THE PARK BOARD

WHEREAS, the City Parks and Recreation Director has recommended rescinding Chapter 125 and replacing with a new Chapter 125: Park Board that clearly defines the establishment and role of the Park Board within the City Government, and

WHEREAS, the Park Board recommended the revisions to Chapter 125 of the City Municipal Code

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI THAT;

SECTION I: That existing Chapter 125 of the Peculiar Municipal Code (Park Board) be removed in its entirety and replaced with the following:

CHAPTER 125: PARK BOARD

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 II: The effective date of this ordinance shall be _____, 2014.

First Reading: _____ **Second Reading:** _____

BE IT REMEMBERED THE PRECEDING ORDINANCE WAS ADOPTED ON THE SECOND READING THIS ____ DAY OF _____, 2014, BY THE FOLLOWING VOTE:

Alderman Ford _____ **Alderman McCrea** _____

Alderman Fines _____
Alderman Ray _____

Alderman Turner _____
Alderman Roberts _____

Approved:

Attest:

Holly Stark, Mayor

Nick Jacobs, City Clerk

BILL NO. 2014-20
ORDINANCE NO. _____

AN ORDINANCE RESCINDING CHAPTER 225 OF THE PECULIAR MUNICIPAL CODE AND REPLACING WITH A NEW REVISED CHAPTER 225 THAT UPDATES THE RULES AND REGULATIONS GOVERNING THE PECULIAR PARKS AND PUBLIC PROPERTIES.

WHEREAS, the City Parks and Recreation Director has recommended rescinding Chapter 225 and replacing with a new Chapter 225: Parks and Public Property that clearly defines the rules and regulations that govern the Peculiar Park System and public properties, and

WHEREAS, the Park Board recommended the revisions to Chapter 225 of the City Municipal Code

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI THAT;

SECTION I: That existing Chapter 225 of the Peculiar Municipal Code (Parks and City Lake Park) be removed in its entirety and replaced with the following:

CHAPTER 225: PARKS AND PUBLIC PROPERTY

Cross Reference--As to park board, see [ch. 125](#) of this code.

Definitions

PARKS DIRECTOR: "Director", "Parks and Recreation Director" - The City Staff member charged with the day to day operations, business and functions of the City's parks system and recreational programming.

PARK BOARD: "Board", "Parks and Recreation Board" – The Board/Commission within the City of Peculiar appointed by the Board of Alderman to provide advice and/or recommendations regarding the care and custody of the City's parks (and public property therein).

PARKS DEPARTMENT: "Parks and Recreation Department" – division of the City's organizational structure with staff dedicated to the care and maintenance of the city parks system; and the implementation and advancement of recreational activities.

MOTOR VEHICLE: Any wheeled conveyance, whether self-propelled, drawn, or towed.

CITY PERSONNEL: Any full-time, part-time or volunteer personnel charged with the responsibility for overseeing organizing, maintaining, or assisting the agency in the care and custody of the property, whether on duty or off duty.

LIVESTOCK: Any horse, mule, ass, goat, sheep, swine, cow or cattle of any type, chickens or any farm fowl.

PUBLIC PARK: Any property or recreational facility owned or used by the City for recreational purposes and designated for such purposes by the Board of Alderman.

PUBLIC PROPERTY/FACILITIES: Any land and facility(ies) owned by a public agency including, but not limited to, the City, school district, library and fire district.

PUBLIC BODY OF WATER: Any lake, pond, stream, river, drainage ditch, storm water outlet, fountain and/or all other open bodies of water on publically-owned property.

PARK SHELTER FACIITIES: Any structure located within a park or publically-owned property under the care of the Peculiar Park Board used for picnics, events, or authorized activities.

PARK AMENITY(IES): Any building, structure, bridge, park improvement, facility, feature, equipment or other such public property and appurtenances in a park.

Section 225.010: Police Department Authority

POLICE AUTHORITY - It shall be the duty of the Police Department to assist city personnel in the enforcement of this chapter and to enforce all other applicable City ordinance on the property covered by this Chapter.

Section 225.020: Hours of Public Access

- A. **PRESENCE IN CITY PARK PROHIBITED DURING CERTAIN HOURS**- The public use hours at 66 Acre Park shall be dawn to dusk and the hours at all other public parks shall be dawn to 11:00pm. The general public is prohibited from using the parks of the City of Peculiar during other hours except with the written permission of the Parks Director.
- B. **CLOSED AREA** - The Parks Director may declare any section or part of any park closed to the public at any time and for any interval of time as deemed necessary to fulfill the purposes of this Chapter.
- C. **NOTICE OF POSTED RESTRICTIONS** - The Parks Director may post notices governing certain areas and certain uses of the park. Violation of such notices is hereby prohibited.

Section 225.030: Traffic Regulations in Public Parks

- A. **MOTOR VEHICLES SPEED LIMIT** - It shall be unlawful for any person to operate any motor vehicle or motor bicycle at any speed in excess of ten (10) miles per hour in any City Park.
- B. **MOTORIZED VEHICLE SAFETY** - The Parks Director may place permanent or temporary lower speed limit zones within a City Park as well as stop signs, yield signs, parking signs and other traffic control signs as deemed necessary for the safety and protection of the citizens and park users.
- C. **MOTOR VEHICLES TO BE OPERATED ONLY ON ROADWAYS** - It shall be unlawful for any person, except maintenance crews or city personnel, to operate any motor vehicle or motor bicycle in any part of any City Park except on established paved or gravel parking areas, streets, roads, or any other parking areas as may be designated by the Parks Director.
- D. **PARKING** - It shall be unlawful for any motor vehicle or motor bicycle to be parked in any area other than established, posted parking zones. No motor vehicle shall park on the grass or public use areas; or remain on park property overnight (or outside of posted, public use hours) without the written permission of the Parks Director. No motor vehicle shall be parked unattended and owners must be readily available at all times (i.e. engaged in use of park amenities or participants in parks and/or recreation activities). Violators will be towed at the owner's expense.
- E. **PARKING AT CITY LAKE** - It shall be unlawful to drive or park any automobile, vehicle, or other motorized conveyance (including motorcycles, motor-scooters, snowmobiles, all-terrain vehicles, or any trailer of any kind) on the dam or spillway.

Section 225.040: Alcoholic Beverages and Non-Intoxicating Beer

- A. Unless otherwise permitted under this section, it shall be unlawful for any person to bring into, have in his possession, or consume in any City Park any alcoholic beverage as defined by State law.

- B. Cereal malt beverages may be sold in City Parks during City-sponsored events by persons or entities given the specific authority to sell said beverages by the City. Cereal malt beverages sold in City Parks during City sponsored events by persons or entities given such specific authority by the City may be possessed or consumed in City Parks by patrons legally purchasing said cereal malt beverages.

Section 225.050: Firearms

- A. Unless otherwise permitted under other provisions of the Peculiar Municipal Code or by Missouri statute, it shall be unlawful for any person to carry or possess any firearm on any property under the care of the Park Board.
- B. All other requirements and procedures regarding the use of firearms on public property shall be governed by Peculiar Municipal Code Chapter 210, which is incorporated-herein-by reference.

Section 225.060: Animal Regulations

- A. **ANIMAL CONTROL-** It shall be unlawful for any person to:
 - 1. Allow dogs in city parks without being under the control of their owner at all times by a leash except as permitted in areas signed as off-leash permitted.
 - 2. Allow any livestock to be in the parks of the City of Peculiar without the written permission of the Park Board.

Section 225.070: Motorized Recreational Vehicles

MOTORIZED RECREATIONAL VEHICLES - All go-carts, all-terrain vehicles (ATVs), golf carts, mini-bikes, other such electric or gas powered personal conveyance machines, or other vehicles commonly known or described to fit the definition are prohibited to be in the parks without the written permission of the Parks Board.

Section 225.080: Manually Operated Recreational Vehicles

MANUALLY OPERATED RECREATIONAL VEHICLES - It shall be unlawful for any person upon roller skates, bicycles, or skateboards; or riding in (or by means) of any coaster, toy vehicle or similar device to interfere with the intended use of sidewalks, parking lots, playing court areas, public facilities or other such public properties. This provision shall not apply to a show, exhibition, demonstration, or other activity that is part of a special event being sponsored on park premises.

Section 225.090: Model Airplanes and Remote Control Vehicles

MODEL AIRPLANES AND REMOTE CONTROL VEHICLES - Model airplanes or remote control vehicles are only allowed at Sixty-Six (66) Acre Park and Shari Dr. Park. It shall be unlawful to operate any model airplane or remote control vehicle in any other public park, playing area, public facility, or any other public properties under care of the Parks Department.

Section 225.100: Business Activities

BUSINESS ACTIVITIES RESTRICTED - No person or entity shall offer for sale any good or service in any area under the governance of the Parks and Recreation Department unless such person or entity has received a permit for the same related to a special event, program, or activity.

Section 225.110: Hunting

HUNTING - It shall be unlawful for any person to hunt, shoot, kill, trap, injure, pursue, or molest in any way any bird or animal on or within a City Park.

Section 225.120: Overnight Camping

CAMPING RESTRICTED - Camping in the park is prohibited except in the areas set aside for organized youth groups. Areas set aside for organized youth groups may only be used with special permission from the Parks Director.

Section 225.130: Open Burning

- A. **FIRE -- PROHIBITED – EXCEPTION** - It shall be unlawful for any person, except maintenance crews, to start or maintain any fire inside the premises of any City Park; except, in a grill or fireplace made for that purpose.
- B. **FIRE -- FAILURE TO EXTINGUISH BEFORE LEAVING** - It shall be unlawful for any person who has built or maintained any fire to fail to extinguish such fire before leaving the City Park premises.

Section 225.140: Boating, Fishing and Public Water Use

- A. **SWIMMING OR WADING PROHIBITED** - It shall be unlawful for any person to swim, attempt to swim, wade, or bathe in any public body of water.
- B. **ICE SKATING PROHIBITED** - It is unlawful to engage in ice skating, ice boating, or walking/otherwise traveling upon the surface of any public body of water of the City of Peculiar when it is frozen.
- C. **CITY LAKE -- BOATING REGULATIONS**
 - 1. **Boats Allowed.** It shall be unlawful for any person, firm, or corporation to operate any boat on the City Lake powered by any source other than an electric trolling motor. No motors or engines of any boat operated on the City Lake of the City of Peculiar using liquid or solid fuel of any variety are allowed upon the lake.
 - 2. It shall be unlawful to operate any sailboat, sail board, kite surfing boards, and other like devices on any public body of water in the City of Peculiar
 - 3. **Boat Permit.** Before placing any boat upon the City Lake, the owner or user of said boat shall obtain a permit from City Hall for the use of said boat on the lake, which permit shall bear a fee of seven dollars (\$7.00) per year. Such permit must be kept on board the boat when it is on the City Lake, and shall be displayed to any Police Officer or City Personnel of the City of Peculiar upon demand.
 - 4. **Storage.** It shall be unlawful for any boat or other water craft to be stored or otherwise left unattended on any of the land or waters of the City Lake Park.
- D. **FISHING LOCATIONS** - It shall be unlawful to fish at any public body of water under the care of the Parks Department except for City Lake, or where otherwise posted.
- E. **CITY LAKE -- FISHING REGULATIONS - Fishing Apparatus.** It shall be unlawful for any person to use or possess on property of the City Lake Park and City Lake, any gigs, fishnets, fish traps of any kind, trout lines, bank lines, throw lines, explosives, or any other exotic apparatus for capturing fish in other than the traditional line-and-pole manner. Both artificial and natural baits may be used, except that gold fish minnows are specifically prohibited from use in the City Lake.

- F. **FISHING LICENSE** - Fishing privileges are open to the public. Fishing without a proper license is prohibited. All persons who are required by state law to obtain a fishing license must do so.
- G. **PUBLIC WATER LITTERING** - No cans, papers, refuse, offal, garbage, trash, etc., shall be placed, dumped, spread or otherwise put into the waters of the City Lake.

Section 225.150: Facility Reservation

- A. **PARK SHELTER FACILITIES** - Park Shelter houses or pavilions are for open use to the public unless otherwise reserved through the City for exclusive use.
- B. **PARK SHELTER FACILITIES EXCLUSIVE USE** - Any person, group, firm, organization, partnership or corporation may reserve the use of a park shelter by written application filed with the City Parks Department for exclusive use of the same. Park shelters are reserved on a first-requested, first-reserved basis upon approval of, and payment to, the City for use thereof. Reservations will be available per day with time limits of dawn to dusk unless otherwise reserved or posted.

Section 225.160: Park Reservation

- A. **EXCLUSIVE USE OF PUBLIC PROPERTY/FACILITIES** - Whenever any group, association, or organization desires to use the entirety of a public property/facility, a representative of said group, association or organization shall first obtain a permit from the Parks Department. The Parks Department maintains an application form to be used for such situations that establishes fees and regulations for exclusive use of any public property/facilities.
- B. **INSURANCE** - No group shall conduct any activities in the City Park unless said group has liability or other insurance as required by City insurance guidelines.
- C. **REQUIREMENTS CONCERNING USE OF GROUNDS AND FACILITIES** - Each person, firm or corporation using the Public Park and grounds shall clean up all debris, extinguish all fires when such fires are permitted, leave the premises in good order, and leave the facilities in a neat and sanitary condition.
- D. **SCHEDULE OF ORGANIZED EVENTS** - All organizations shall file, in duplicate, with the City Park Board a schedule of organized events. One (1) copy of this schedule will be posted at the City Park and one (1) copy will be maintained at City Hall.

Section 225.170: General Public Property Rules and Regulations

- A. **DESTRUCTION, ETC., OF PARK PROPERTY PROHIBITED** - It shall be unlawful for any person to deface, injure or destroy any playground equipment, shrubs, trees or any other park property located in any City Park, with the exception allowed for maintenance crews.
- B. **LITTERING PROHIBITED** - It shall be unlawful for any person to place any litter or debris in any City Park, except in trash barrels so provided therefor.
- C. **POLLUTION** - It shall be unlawful for any person to pollute any public body of water in any way, or dump trash or litter on any property under the care of the Parks and Recreation Department.
- D. **SPORTING ACTIVITIES RESTRICTED** - No person shall engage in rough play or comparatively dangerous games in a park area unless participating in a supervised or sanctioned event authorized by the Parks and Recreation Department.

- E. **DISORDERLY CONDUCT** - Disorderly conduct in the way of drunkenness, vile, loud or boisterous language, fighting, and personal exposure of any nature is prohibited.
- F. **LIABILITY** - The City of Peculiar shall not be held liable for injuries or damage incurred by any individuals or groups using park property.
- G. **GOLF** - No golfing or practicing of golf shall be permitted in a public park.
- H. **CLIMBING** - No climbing on buildings or structures not intended for that purpose (i.e. concession stands, soccer goals, baseball backstops, restroom facilities, shelters, public facilities, etc.) shall be permitted in a public park.
- I. **BOUNDARIES** - Users shall obey all permanent and temporary boundaries erected by the department charged with care and custody of such property (i.e. public safety, property borders, and maintenance/improvement boundaries).
- J. **LOST OR STOLEN PROPERTY** - The City of Peculiar shall not be responsible or liable for personal or organizational items left in the concession stand or the parks. The users maintain all responsibility.
- K. **PERSONAL INJURY** - The City of Peculiar shall not be responsible or liable for injuries incurred during use of public parks or public properties. The users maintain all responsibility.
- L. **INCLEMENT WEATHER** - During a time of inclement weather or marginal playing conditions, park users shall consider the safety of participants and possible damage of park facilities before conducting any game or practice on Peculiar park property.
- M. **CANCELLATIONS / CLOSURES** - Park users agree to abide by the decisions of the Parks Director to cancel events or activities or to close the parks due to unsafe conditions or activities that may be destructive to the Peculiar park facilities due to extenuating circumstances.
- N. **PLAYGROUNDS** - Equipment and playground features shall be used by the age group and in the manner for which it was designed. Use of playground equipment shall be at the patron's risk. Adult supervision is recommended.
- O. **RECREATIONAL PROGRAMMING** - Scheduled recreational programming offered or contracted through the Peculiar Parks Department takes priority over drop-in play at or in all facilities.

SECTION 225.180: Fireworks in the Parks

It shall be unlawful for any person to discharge or shoot any type of fireworks or firecrackers in or on any public park or public grounds in contravention of Title II, Chapter 240 of the Peculiar Municipal Code, which is incorporated-herein-by reference.

Section 225.190: Trails: Public Rules and Regulations

- A. **TRAIL USE:** Trail users shall follow standard trail etiquette when using the trails:
 1. Share the trail. Ride, walk or run on the right, pass on the left.
 2. Stay on the trail. Creating your own trail or cutting switchbacks creates erosion, damages habitats, and causes new trails that cannot be maintained.
 3. Bicyclists yield to runners and walkers. Keep your bike under control and at a safe speed.
 4. Downhill traffic should yield to uphill traffic. When in doubt, give the other user the right of way.

- 5. Use unpaved trails only when they are dry, not muddy or wet, to avoid leaving ruts or prints.
- 6. Issue a verbal warning when you are planning to pass other trail users.

Section 225.200: Suspension of Privileges to use Public Parks

SUSPENSION, ETC. OF PRIVILEGES - The Board of Aldermen may recommend to suspend, forfeit, cancel or revoke any permit or privilege to enter or use the park for a period not to exceed one (1) year after the violation. The action of the Board of Aldermen shall be in writing and mailed to the last known address of the violator.

SECTION II: The effective date of this ordinance shall be _____, 2014.

First Reading: _____ **Second Reading:** _____

BE IT REMEMBERED THE PRECEDING ORDINANCE WAS ADOPTED ON THE SECOND READING THIS ____ DAY OF _____, 2014, BY THE FOLLOWING VOTE:

Alderman Ford	_____	Alderman McCrea	_____
Alderman Fines	_____	Alderman Turner	_____
Alderman Ray	_____	Alderman Roberts	_____

Approved:

Holly Stark, Mayor

Attest:

Nick Jacobs, City Clerk

BILL NO. 2014-21
ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING CHAPTER 226 OF THE PECULIAR MUNICIPAL CODE TO REQUIRE CRIMINAL BACKGROUND CHECKS FOR PARKS AND RECREATION VOLUNTEERS.

WHEREAS, the City Parks and Recreation Director has recommended the establishment of Chapter 226: Criminal Background Checks to ensure the safety of participants and volunteers by mandating that all volunteers undergo and pass a criminal background check, and

WHEREAS, the Park Board recommended the establishment of Chapter 226 to the City Municipal Code

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI THAT;

SECTION I: That the proposed Chapter 226: Criminal Background Checks be established in the Peculiar Municipal Code with the following:

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.

SECTION II: The effective date of this ordinance shall be _____, 2014.

First Reading: _____ **Second Reading:** _____

BE IT REMEMBERED THE PRECEDING ORDINANCES WERE ADOPTED ON THE SECOND READING THIS ____ DAY OF _____, 2014, BY THE FOLLOWING VOTE:

Alderman Ford	_____	Alderman McCrea	_____
Alderman Fines	_____	Alderman Turner	_____
Alderman Ray	_____	Alderman Roberts	_____

Approved:

Attest:

Holly Stark, Mayor

Nick Jacobs, City Clerk



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: July 14, 2014
Agenda Item: 7-A
Subject: Budget Preparation

BACKGROUND

Preparation for Fiscal Budget Year 2015 began in June. Staff requested direction on specific items from the Park Board during the June Park Board meeting. City staff was asked to prepare a draft budget and present to the City Administrator, Business office manager and the City's CPA for review in preparation of the FY 15 Budget.

PREVIOUS ACTIONS

Using the decisions as directed by the Park Board, staff presented a zero based budget with additional CIP projects. This budget has been reviewed by the City Administrator, Business Office Manager and CPA. Upon review, the FY15 budget has been given authorization to move forward for Park Board review and Board of Alderman presentation.

KEY ISSUES

Proposed FY15 Budget includes:

- Replacing the Maintenance Contractor with a Full Time Parks Supervisor
 - Including benefits
 - New parks work truck
 - Educational training
- Tractor Pull 2015
- Park Rules/Regulation Signage:
 - Includes Parks, Trails, playgrounds, lake and current shelters
- Playground addition and new boarder:
 - New play feature to enhance the play experience
- Sand Volleyball Court:
 - New addition to the parks system for drop in play
 - Provides additional attraction for reserving the City Lake Shelter
- Raisbeck Parking expansion
- Funded Line item for Trail Maintenance

Projects budgeted in 2014 to complete in 2015 or as needed:

- Nature Trail at Raisbeck
- Concessions equipment
- Soccer Field equipment (goals, nets, paint striper, flags, etc...

ACTION ITEM

Make a motion and vote to recommend the budget to the Board of Alderman for the 2014/2015 Fiscal Year

Peculiar
parks & recreation
2014-2015 Budget Preparation

MISSION:

“The Peculiar Park Board is committed to provide quality leisure opportunities through the establishment, implementation, and maintenance of a comprehensive park and recreation system, to offer a place for relaxation as well as recreation, and encourage community enrichment and involvement for the citizens of Peculiar, Missouri.”

DESCRIPTION:

The Peculiar Parks & Recreation Department, in conjunction with the Peculiar Park Board, oversees the development and maintenance of various parklands within the City limits. The Department is responsible for planning, organizing, offering, and supervising a variety of recreation programs and special events for the benefit of the citizens of the City and neighboring areas. Managing the use of park property by private individuals, groups, athletic organizations and coordinating the activities of the Peculiar Park Board are also functions of this department.

GOALS:

The following goals are derived from the Park Board Mission Statement to directly reflect the day-to-day operations of the Parks & Recreation Department AND to recommend a workable budget for the Fiscal Year of 2014/2015 to the Board of Alderman.

1. To Provide Quality Leisure Opportunities in a comprehensive parks & recreation system
 - a. Establishment of Active Parks, Green Space & Recreational Opportunities
 - b. Implementation of Recreation Programs and Services
 - c. Maintenance of Parks, Facilities and Tools/Equipment
2. Offer a place for relaxation and recreation
3. Encourage Community enrichment and involvement

BUDGET IMPACTS: for 2014/2015 and future Fiscal Years

Parks Supervisor:

As the use of the City Park system increases and with the re-opening of Raisbeck Park, the need for daily maintenance and care of the parks become a necessity. The use of private contracting for regular maintenance of the park has worked and can continue to work; however, to achieve the desired level of the Park System the residents deserve, a daily full time employee dedicated to park care is needed. This full time position will provide that ongoing maintenance, park improvement projects, daily trash runs, daily park safety checks, athletic field maintenance, daily game field preparation and trail maintenance. This position will allow greater flexibility for park projects to be handled “in-house” as the hired position will be able to utilize city owned equipment such as tractors and the skid-steer when available. Cross-over use between the departments and shared costs for future equipment is an added long-term advantage for both the Public Works and Parks Departments. If approved, The Park Supervisor can add additional support to the Public Works department during snow events and funding from the General Fund Gas Tax for Snow wages will help offset those costs.

The majority of this employee package will be transferred from the current annual budget dedicated to the Park Maintenance line item for the maintenance contractor in the amount of \$29,000 plus an additional \$6,500 transferred from the Mowing/Landscaping line item. This transfer will more accurately reflect actual mowing expenses that totaled \$17,624 in FY13. The remaining balance to

Concessions:

The renovation of Raisbeck Park and the implementation of youth soccer to the City of Peculiar will provide the Parks & Recreation Department the opportunity to begin offering concessions on game days. The concession operation must suffer some initial expenses for general start-up and preparation. These expenses to provide concessions will have some debt involved that must be absorbed the first year and then miscellaneous expenses in year 2 and beyond as needed. Staff expects to purchase the bare minimum to operate concessions. Equipment and supplies needed should be purchased with the future concession building in mind. Minimal clean-up and repair to the current building will need to be done in order to pass health safety inspections. Some equipment and supplies are available at the Raisbeck concession & storage building. Staff will evaluate these items and use what is practical.

Budget Impact: Deficit Budget Impact for initial Start-up, success of youth soccer leagues will dictate the revenue of concessions.

Goals: 1b, 1c & 3

FY14/15 Budget: ~\$2,500: This improvement project was budgeted for 2013/2014 but has been placed on hold until the grading/field work at Raisbeck Park was completed. A Late fall/winter purchase will be utilized in preparation for the spring soccer grand opening.

Capital Improvement Projects:

The desire of the Park Board and the Board of Aldermen to provide recreation programs and a vibrant park system directly reflects the mission statement of the Peculiar Park Board. In order to provide quality services and programs, the need to upgrade the current park system must take top priority. The renovation of Raisbeck Park began the process of upgrading our current facilities into useable parks for residents of all ages. Raisbeck Park will provide an excellent, usable facility for youth and adult sports. In addition, the walking trail and a future playground will make Raisbeck a community destination park and be an attraction for non-residents to visit our community for sports and play. Several Capital Improvement Projects can be justified in our current park system. The city has developed a fund balance of \$300,000 to help fund necessary projects and future improvements.

Park Board has dedicated some of these funds towards the renovation of Raisbeck Park and the Raisbeck Park walking trail. Staff has provided a list of additional project *ideas* that are obvious concerns.

CIP List: 2013 – 2014- Approved

- ✓ In Progress: \$157,000: *Raisbeck Park Renovation – Phase 1: Field Grading and Surfacing*
- ✓ In Progress: ~\$15,000: *Land3 Studios Consultant Services*
- ✓ In Progress: ~\$29,000: *Raisbeck Park Walking Trail (\$13,500 in Grant monies to offset costs)*
- ✓ In Progress: ~\$3,500: *City Lake Water Line: The Water Department is currently repairing the water line at City Lake to provide water access to the Picnic Shelter*
- ✓ In Progress: ~\$21,400: *Athletic Field Equipment (Purchased as/when needed). These are items that will be purchased to implement youth soccer.*
 - Summer/Fall 2014 - Goals, Nets, Anchors, Player benches, field striper
 - Utility Tractor has already been purchased from this line item for \$13,680 in January 2014
- ✓ Fall 2014: *McKernan Park Sidewalk Improvements: These projects will be bid with the City Sidewalk improvement project in the fall of 2014.*
 - ~\$2,800 McKernan Park ADA Accessible Picnic Shelter Access (sidewalk from Restrooms to Shelter)
 - (Addition – requires Budget amendment) Sidewalk repair at McKernan Bridge (to repair sinking sidewalk and make flush transition from sidewalk to the bridge for wheelchairs/strollers, etc.
 - (Addition – requires Budget amendment) Playground Border to replace the current wooden landscape posts and be a more permanent feature of the playground area

CIP List: 2014 - 2015

- ✓ \$10,000: Raisbeck Park Renovation – Phase 3: Parking Lot (gravel lot extension in 2014/2015)
- ✓ \$25,000: McKernan Park Playground addition
- ✓ \$13,500: City Lake Sand Volleyball Court
- ✓ \$4,000: Park Signage Project

20-20-5620	Legal	2,369.26	3,000.00	3,159.01	3,000.00	NC
20-20-5675	Liability Insurance	0.00	0.00	0.00	0.00	
20-20-5715	Contractual-Payroll	19.99	20.00	26.65	0.00	Most contractual employees are in Rec Program expenses or Park Maintenance & Mowing
20-20-5800	IT Maintenance	893.46	1,000.00	1,191.28	1,000.00	NC
20-20-6130	Supplies	0.00	300.00	0.00	300.00	NC
20-20-6150	Administrative Building	2,823.41	2,500.00	3,764.55	3,000.00	Increase based on YTD
20-20-6200	Vehicle Insurance	218.37	300.00	291.16	600.00	Increase for Colorado & PS New Truck
20-20-6210	Vehicle Maintenance	6.75	500.00	9.00	500.00	NC
20-20-6220	Fuel & Oil	544.14	500.00	725.52	1,200.00	PD/PS gas increase
20-20-7000	Park Maintenance	16,270.36	29,000.00	21,693.81	17,545.00	\$14,500 - 6 month estimate for Excalibur and \$3045 funding for Raisbeck Overseeding/Fertilization and In-House projects
20-20-7010	Mowing & Landscaping	7,153.40	26,500.00	9,537.87	20,000.00	less \$6500 for PS landscaping
20-20-7030	Utilities	4,891.30	2,000.00	6,521.73	5,000.00	increase park usage at Raisbeck for sports - overages in FY14 reflect water leak at Raisbeck this winter.
20-20-7250	Restrooms	1,453.74	3,500.00	1,938.32	3,000.00	Decrease based on projection and but includes addition of 1 more unit at Raisbeck
20-20-8040	Capital Purchases	27,595.93	233,742.00	36,794.57		see notes below
20-20-9000	Debt Service Principal	0.00	0.00	0.00	0.00	
20-20-9010	Debt Service	9,490.36	25,000.00	12,653.81	25,000.00	NC
20-20-9020	Debt Service Bond Fees	0.00	0.00	0.00	0.00	
20-20-9500	Special Events	0.00	26,000.00	0.00	25,000.00	NC
20-20-9510	Concessions	0.00	850.00	0.00	1,800.00	Food, basic supplies as needed
20-20-9511	Park Tools & Equipment	0.00	0.00	0.00	2,500.00	PS Tools and field equipment
20-20-9512	Recreation Program Tools & Equi	188.13	4,614.00	250.84	2,500.00	sports equipment, etc.
20-20-9513	Staff Uniforms	0.00	75.00	0.00	500.00	boots and shirts for PS / shirts for recreation staff
20-20-9514	Vehicle Replacement Program	0.00	0.00	0.00	3,500.00	PS Truck, based on \$7000 per year
20-20-9515	Educational Training	553.09	2,500.00	737.45	3,000.00	Trainings/Conferences PD/PS
20-20-9517	Donations	0.00	0.00	0.00	0.00	
20-20-9518	Trees Maintenance	96.25	2,500.00	128.33	2,000.00	Planting/Pruning/Removal

	Trail Maintenance				1,500.00	Rail Trail / Raisbeck Trail / 66 Acre Trail
20-20-9519	Recreational Program Expenses	<u>5,331.96</u>	<u>17,900.00</u>	<u>7,109.28</u>	<u>10,000.00</u>	Conservative = Break even projection for Year 2 of programs
		139,120.63	456,431.00	185,494.16	236,750.00	
Total Parks		(15,356.57)	(253,063.00)	(20,475.41)	0.00	
20-20-8040	Capital Purchases	(Used from Parks Money Market Account)		Total	52,500.00	
	Raisbeck Park Renovation – Phase 3: Parking Lot (gravel lot extension in 2014/2015)				10,000.00	
		* 800 to 900 ton of type 1 base gravel. \$11/ton delivered to park				
		* Public Works to be scheduled to spread and grade parking lot				
	McKernan Park Playground addition				25,000.00	
		20000	Play Equipment			
		5000	Installation			
	Park Signage Project	\$3,000 to \$4,000			4,000.00	
	City Lake Sand Volleyball Court				13,500.00	
		4500	Sand & Gravel			
		2000	Wooden Landscape Boarder & Rebar			
		300	PVC Drainage Pipe			
		500	Sem-Permeable Landscaping Mesh			
		50	Bags of concrete for poles			
		1000	Pole/Net System			
		5000	Labor/Installation			



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: July 14, 2014
Agenda Item: 7-B
Subject: Mayor's Park

BACKGROUND

Mayor's Park is a small neighborhood park with no room for expansion and little room for additional amenities. In previous years, vandalism rendered an expensive piece of play equipment...useless. The equipment has been removed.

Many complaints are voiced concerning Mayor's Park, both for and against the use and maintenance of the park. In 2013, the City listed the park for sale with no interest.

FURTHER INFORMATION

Staff is seeking Park Board recommendation on the use of Mayor's Park. Two options are presented:

Option 1:

- 1) Move the "spider" gym from Raisbeck Park to Mayor's Park.
 - a. Paint and match other equipment
 - b. Good fit and be less vulnerable for vandalism
- 2) Freshen the mulch and repair play feature border
- 3) Sign with rules/regulations with the upcoming signage program
- 4) Change name to Sutter's Creek Park (at the request of Mayor Stark) to give more neighborhood ownership, care and usage.
- 5) Grand Re-opening once finished (at the suggestion of Alderman McCrea)

Future Idea – trail around the perimeter with a sidewalk in the city easement giving access to South Soryl Ave.

Option 2:

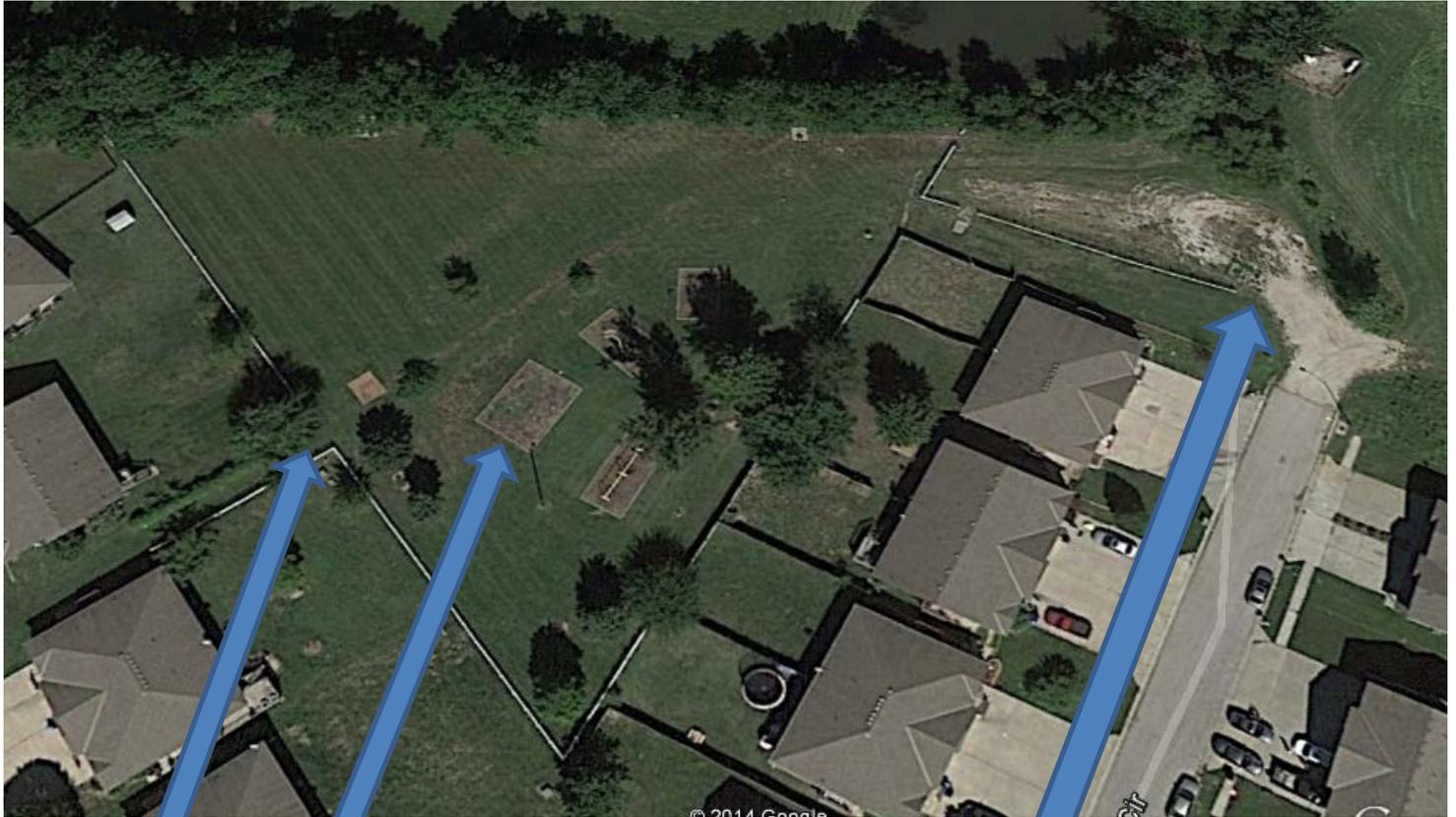
- 1) Move all equipment to City Lake Park for a play area and increased usage of City Lake
 - 2) Repair turf after the equipment is moved
 - 3) Use as open green space and mow regularly
 - 4) Potentially give to the sub-division
-

ACTION

Discuss and give Staff direction for a report to the Mayor

Peculiar Parks & Recreation

MEMORANDUM



Play feature moved from Raisbeck

New Entrance / Rules sign

South Soryl Ave Easement

Peculiar Parks & Recreation

DIRECTOR'S REPORT



Prepared by: Nathan Musteen
Month/Year: July 2014

ADMINISTRATIVE PROJECTS

- Staff completed the revision of Chapter 225: Parks & Public Property and took all three ordinances the Park Board has been working on through the BOA. A 1st & 2nd reading were done on July 7th.

- Participated in the Missouri Department of Conservation Trim Grant Judging. I was selected to be on a panel of 4 to review and judge TRIM grants for the eastern side of the state.

- Finalized the Tractor Pull. You can find aerial videos and pictures of the Tractor pull on Hex FX Aerials You-tube and Facebook page.

- On July 10, approximately 40 youth came to Raisbeck Park as part of a youth community service project to do general work and clean-up. This ground is part of the "Foundation" Church group that meet in Peculiar. The teenagers who came to Raisbeck Park are in Kansas City for their National Church Camp and Convention. Every year they chose a different city. Kansas City was the location for the 2014 camp and with a local church in town, we were selected to have a work day.
 - 10 bags of trash were collected
 - 6 to 7 Trailer loads of sticks, brush and trash were hauled off
 - Rocks and debris were collected off the fields and mowing areas.
 - Clean-up from the flooding back in June was cleaned up as well.

This was all completed in less than 2 hours.

- Youth Volleyball and Soccer registrations are now open for fall registrations. Signs will be put around town advertising the registration, the City administrator will post on Facebook next week. Staff will also have a table at the "City Open House" advertising registrations and other "Park & Recreation News".



Photo by Hex FX Aerials

NRPA Director's School

I have been accepted into the National Recreation and Park Association's "Director School". This is a 2 year school that you must qualify for, be nominated to attend and then apply for acceptance. Director's school is the last week of August in Wheeling, West Virginia.

There is a scholarship opportunity to offset the \$3000+ tuition/lodging/food/travel expenses. I completed the requirements, wrote an essay and was nominated by the Director of Lee's Summit and the Executive Director of the Missouri Parks & Recreation Association as a great candidate for the scholarship. I was selected as one of the two 2014 John C. Pott's Scholarship recipients in which my tuition and lodging in the amount of \$2300 is paid in full. An additional \$500 for travel expenses is also part of the scholarship. Approximately, 40 people nationwide are accepted into the school, all may apply for the scholarship, but only two will receive a scholarship.

Peculiar Parks & Recreation

DIRECTOR'S REPORT



The NRPA Directors School is an exclusive professional development opportunity designed to prepare new and potential directors of park and recreation agencies for the challenges of leading and managing effectively. Potential attendees must first apply to the Directors School. Once accepted, they will receive instructions on how to register.

The AIPE/Academy Foundation Announces the 2014 John C. Potts Leadership Development Scholarship

The AIPE/Academy Foundation Board of Trustees is accepting nominations for the 2014 John C. Potts Leadership Development Scholarship. This scholarship was started in 2010 to honor the Academy's former Executive Director, John C. Potts. Affectionately called the "Pottsie" by Foundation Trustees, this scholarship is intended to support young professionals who have demonstrated leadership and management potential within their organizations.

The John Potts Leadership Development Scholarship has been expanded to cover the tuition and lodging as well as up to \$500 in travel expenses for first-year students at the NRPA Directors School conducted at Oglebay Resort and Conference Center in Wheeling, WV. The Directors School is a two-year program designed to prepare new and potential directors for the challenges of leading and managing effectively. The 2014 Directors School will be held August 23-29.

From: "Rebecca A. Benná"
To: "(Home), Nathan"
Cc: "John Potts", "Phillip Rea", "Michelle Rice"
Sent: Tuesday, July 1, 2014 3:35:38 PM
Subject: John C. Potts Leadership Development Scholarship

Dear Nathaniel,

The American Academy for Park and Recreation Administration (AAPRA) Foundation is pleased to announce that you have been selected to receive the John C. Potts Leadership Development Scholarship for the 2014 NRPA Directors School. The scholarship will cover the first year's tuition, lodging and up to \$500 in travel expenses to the school. I have copied Michelle Rice from Oglebay Park, so she can contact you regarding the details on how to apply the scholarship to your tuition, lodging and travel.

Again, congratulations and as a former instructor of the school, I know you will find the experience very worthwhile.

Sincerely,

Becky Benná
President
AAPRA Foundation

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

Peculiar Parks & Recreation

DIRECTOR'S REPORT



- 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 hauled over 3500 CY of topsoil that was tested by Turf Diagnostics & Design and met contract specifications.
- May: Work continued. Cobra Contracting did not meet the deadline of May 15th due to weather delays. An extension was requested and denied. Cobra Contracting continued working and completed the grading, seeding and mulching on May 30th. A punch list and walk through meeting will be scheduled in early June.
- June: The flood and heavy rains washed most of the seed and mulch off the fields, Cobra will be coming back in August to prep the fields again and seed and mulch in September.
The grading work and removal of fences, etc... worked very well during the floods. The fields drained excellent and if we were in the middle of a soccer season, games would resume within 24 to 48 hours, unlike previous years with baseball.

PARKS REPORT

Peace Park:

- Park being mowed regularly

Mayor's Park:

- Park being mowed regularly

Raisbeck Park:

- Park being mowed regularly
- Park is closed for construction
- The playground between the fields has been removed. Out-dated and unsafe equipment has been removed, the spider gym piece is being sanded and repainted. It will be moved to Mayor's park or another location.
- Several loads of brush and trash were hauled off with the help of a 40 church youth group kids.

McKernan Park:

- Park being mowed regularly
- A water leak was detected by the Water Department. We narrowed it down to a shut-off valve for the drinking fountain. It has been repaired.

City Lake:

- Park being mowed regularly
- Storms on July 5th have caused some tree damage. Staff and Excalibur are working on a schedule to clean up the debris and do some tree work in the next couple of weeks.

Shari Drive Park:

- Park being mowed regularly
- pressure wash graffiti of a basketball court

66 Acre Park:

- Trail being mowed regularly
- Clean up from the Tractor Pull is complete.
 - The snow fence was left up to be taken down at a later date.
 - The heavy wood/steel bleachers are left at the park.

Peculiar Parks & Recreation

DIRECTOR'S REPORT



City of Peculiar
Statement of Revenue and Expenditures 7/11/2014 2:41pm
 Revised Budget

For the Fiscal Period 2014-8 Ending May 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	89,878.09	153,000.00	113,865.50	25.58%
20-00-4230 Building-Zoning Permits	1,000.00	300.00	3,000.00	3,600.00	(20.00%)
20-00-4240 Boating Permits	100.00	44.00	400.00	335.00	16.25%
20-00-4600 Interest Income	2,000.00	403.50	1,000.00	411.61	58.84%
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	518.00	17,868.00	4,663.50	73.90%
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	1,500.00	0.00	100.00%
20-00-4924 Shelter Rental	300.00	295.00	600.00	70.00	88.33%
Total Revenues	206,900.00	91,438.59	203,368.00	123,685.61	39.18%
Total Revenues	206,900.00	91,438.59	203,368.00	123,685.61	39.18%
Park					
Expenditures					
20-20-5100 Parks-Salaries & Wages	50,000.00	25,495.54	52,000.00	34,447.81	33.75%
20-20-5200 Payroll Taxes	3,500.00	1,943.69	4,100.00	2,259.33	44.89%
20-20-5210 Benefits	9,500.00	8,103.82	13,000.00	16,203.18	(24.64%)
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	2,033.27	250.00	701.04	(180.42%)
20-20-5410 Dues & Memberships	650.00	738.33	750.00	909.97	(21.33%)
20-20-5430 Bankcard Fees	0.00	0.00	430.00	660.17	(53.53%)
20-20-5440 Office Machines	0.00	0.00	400.00	467.88	(16.97%)
20-20-5600 Audit	1,000.00	615.00	200.00	200.00	0.00%
20-20-5610 Accounting	3,000.00	1,202.47	2,500.00	754.37	69.83%
20-20-5620 Legal	3,000.00	2,235.19	3,000.00	1,231.34	58.96%
20-20-5675 Liability Insurance	0.00	491.00	0.00	0.00	0.00%
20-20-5715 Contractual-Payroll	0.00	100.00	20.00	19.99	0.05%
20-20-5800 IT Maintenance	1,000.00	1,318.29	1,000.00	551.78	44.82%
20-20-6130 Supplies	0.00	291.22	300.00	46.00	84.67%
20-20-6150 Administrative Building	0.00	1,856.44	2,500.00	3,335.63	(33.43%)
20-20-6200 Vehicle Insurance	0.00	150.00	300.00	218.37	27.21%
20-20-6210 Vehicle Maintenance	1,000.00	96.98	500.00	6.75	98.65%
20-20-6220 Fuel & Oil	500.00	133.76	500.00	500.21	(0.04%)
20-20-7000 Park Maintenance	30,000.00	17,113.55	29,000.00	14,963.20	48.40%
20-20-7010 Mowing & Landscaping	28,000.00	6,876.70	26,500.00	7,153.40	73.01%
20-20-7030 Utilities	3,500.00	1,821.26	2,000.00	4,822.63	(141.13%)
20-20-7250 Restrooms	3,500.00	2,432.49	3,500.00	1,453.74	58.46%
20-20-8040 Capital Purchases	0.00	0.00	233,742.00	17,383.11	92.56%
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	(433.78)	26,000.00	0.00	100.00%
20-20-9510 Concessions	500.00	0.00	850.00	0.00	100.00%

City of Peculiar
Statement of Revenue and Expenditures 7/11/2014 2:41pm
 Revised Budget

For the Fiscal Period 2014-8 Ending May 31, 2014

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
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	135.99	75.00	0.00	100.00%
20-20-9515 Educational Training	1,800.00	458.27	2,500.00	563.04	77.48%
20-20-9518 Trees & Parks Beautification	0.00	0.00	2,500.00	96.25	96.15%
20-20-9519 Recreational Program Expenses	1,000.00	0.00	17,900.00	5,331.96	70.21%
Total Expenditures	(203,150.00)	(89,597.72)	(456,431.00)	(124,310.20)	72.76%
Total Park	(203,150.00)	(89,597.72)	(456,431.00)	(124,310.20)	72.76%
Total Park Fund	3,750.00	1,840.87	(253,063.00)	(624.59)	99.75%