



# *Pleasant Hill Parks and Recreation*

203 Paul Street Pleasant Hill, MO 64080 • 816-540-3135 • FAX 816-987-5141

**Park Board Meeting**  
**Tuesday, June 9, 2015**  
**7pm in City Hall Council Chambers**

## **AGENDA**

### **Roll Call**

- |                                 |                    |
|---------------------------------|--------------------|
| ___ President – Auggie Augspurg | ___ Andy Bailey    |
| ___ Vice-President – Tim Akin   | ___ Clay Hocker    |
| ___ Secretary – Tria Cartner    | ___ Christy Reeves |
|                                 | ___ Heather Shore  |
|                                 | ___ Jeff Stith     |
|                                 | ___ David Whitaker |

### **Consent Agenda**

1. Minutes – May 12, 2015
2. Director's Report

### **Regular Agenda**

1. Old Business
  - a. WE TIP Program
  - b. Fitness Park Land Update – Josh Curtis
  - c. TRIM Program Update – MDOC
  - d. Rec Complex Expansion Update – Jeff Stith
2. New Business
  - a. Fish Stocking Program – MDOC
  - b. Shelter/Pavilion Pricing Comparison
  - c. Discussion: City Lake MTB Trail – Andy Bailey
  - d. Policies and Procedures: Table of Contents
3. Comments from the Board Members and Public
4. Next Meeting – August 11, 2015 (NO Meeting in July)
5. Adjourn

Posted on: Date – 6/5/15

Time – 4:40 pm

Initials - tw

**Pleasant Hill Parks Board  
Regular Meeting Minutes  
Tues May 12, 2015  
Pleasant Hill City Hall**

**Opening:**

The regular meeting of the Pleasant Hill Board was called to order at 7:00pm on Tues May 12, 2015 in the Conference room at the Pleasant Hill City Hall by Park Board Vice President Tim Akin.

**Present:**

Board members in attendance were Tim Akin, Tria Cartner, Clay Hocker, Heather Shore, Jeff Stith, and David Whitaker. Also in attendance was Justin Weiberg, and CJ Hicks.

**Consent Agenda:**

David made the motion to accept the consent agenda. I second the motion and passed unanimously.

**Old Business:**

TRIM - not much to update, contact is Chuck Conner. June 5th deadline.

Fitness Park Land Update - email from Josh Curtis, Goppert is ok with us selling the land. Survey would cost approx \$2000. But it has to go up for auction. Jeff made the motion to 1st notify neighbors, 2nd survey the land, and 3rd then auction it off. David 2nd the motion

Rec Complex Expansion Update - Jeff Stith - we are in the planning stages of what/how a layout would work best of the ball fields @ complex. Girls N & S still need to be bigger.

Bike Trail around City Lake - Rick Kitchell - 10-22 mile trail might be possible. David mention that he may have some more people interested in helping. They group was planning a meeting soon.

**New Business:**

- a) Brad Hocker - 5K Benefit. Wanting to put on a "Harvest Run" on Sat Nov 7th. Dates don't affect any of the city planned 5K's. Andy motioned to accept the date, Jeff 2nd. We also discussed the possibility of a 5K series, by putting all the runs into one package price.
- b) We TIP - Crime prevention. This would be for our parks mainly, but people would have the opportunity to call a hotline anonymously to report any crimes or vandalism in out parks.

Comments from the Board:

legacy Park uses programs to get the public involved.

- "Friends of the Park"
- Donations
- Volunteer programs

Comments from the public:

several residents from around City Lake visited the meeting to express their concern about a mountain bike trail being built around the lake. They felt it would attract more "filth" to the lake area.

David made the motion to adjourn, with Tria 2nd. Passed unanimously adjourning at 8:22pm.

Next meeting is June 9, 2015 @7:00pm

## **Director's Report June 9, 2015**

### **Maintenance:**

Personnel – Josh and Mike have seasonal help with Jacob Pilcher, Eric Vestal, and Brandon Clevenger. They have been in full swing in keeping up with preparing baseball/softball fields for games and continuing to make progress on our Park Improvement List.

Park Improvements – The tennis courts are still partially completed and basketball court has been paved but not painted, and the parking lot has been completely finished. The Dog Park is waiting on the Water Department to install a water line for 2 water features (arrived last week) and a frost-free hydrant. After these are installed, we will then be able to form up and finish the Large Dog Area and add some dirt and seed for proper drainage.

### **Recreation:**

Youth Baseball/Softball – Rec & Competitive games have had a bunch of rain over the past few weeks. We're still hoping to have games completed by July 4<sup>th</sup>.

CCF 5K – We're set to sponsor this again this year. We had around 75 participants last year.

### **Aquatics**

Pool is having its ups and downs since Memorial Day due to the rain. Let's hope for better weather for increased participation. Before Friday began, we were around 800 swimmers who have checked in at the pool so far this year; not bad for only being open a total of 6 days.

### **Administration**

WE TIP program is on the verge of implementation; we will have a staff training as soon as schedules permit but signs are in and will be installed shortly. We've figured out the lighting contactors and are waiting for an installation date on those.



## WeTip's Community Safety Program

You can call this number 24 hours a day

WeTip's Anonymous Crime Hotline is a way for citizens to get involved in establishing a safer community. Residents are often afraid to report crime information because they fear reprisal from the person they are reporting. WeTip gives community members an opportunity to give information without fear.

When you call the WeTip hotline, the first words you will hear from the operator will be, "This is the WeTip crimeline, please do not give your name." The operator will then ask a series of questions, designed by law enforcement, to obtain the maximum amount of information about the reported crime, then the information is conveyed to the appropriate police, fire, and law enforcement agencies.

After the information is taken, if the informant requests a reward, a code name and number are assigned to the informant. **The caller always remains absolutely anonymous (not just confidential).**

Cash rewards of up to \$1000 are given upon verified reports from law enforcement that WeTip information was received prior to arrest and that the information was helpful in the arrest and conviction.

The reward drop is made at a designated postal location, using the assigned code names and case numbers. No personal contact is ever made with the informant.

No one will ask your name, you will remain anonymous.

(800) 78-CRIME

(800)-782-7463

[www.wetip.com](http://www.wetip.com)

[tips.wetip.com](http://tips.wetip.com)



**AGREEMENT BETWEEN**  
**[name of cooperating entity]**  
**AND THE**  
**MISSOURI DEPARTMENT OF CONSERVATION**

THIS AGREEMENT is to implement the MISSOURI DEPARTMENT OF CONSERVATION COMMUNITY ASSISTANCE PROGRAM, and is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_, by and between **[name of cooperating entity]**, a **[municipal corporation (or other appropriate descriptor)]**, hereinafter referred to as the **"[City, County, etc.]"**, and the MISSOURI DEPARTMENT OF CONSERVATION, an agency of the State of Missouri, hereinafter referred to as the "Department".

WHEREAS, the **[City, County, etc.] [owns, controls]** a tract of land in **[name of county]** with a **[no. of acres]-acre** lake known as **[official name of lake]** that is used by the **[City, County, etc.]** for **[list of uses]**, said area more fully described on attached Exhibit A, said exhibit incorporated herein by reference as if fully set out, and hereinafter referred to as the "Area", and

WHEREAS, the Department and **[City, County, etc.]** realize the importance and need for close-to-home fishing and associated outdoor activities, and

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

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

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

- E. Give proper recognition to the Department **[and the Federal Aid in Sport Fish Restoration Program (if federal aid is used to fund the project)]** in all brochures, advertisements or other publications concerning the Area.
- F. Prohibit fish stocking other than that recommended in writing by a Department fisheries management biologist.
- G. Construct the facilities listed below at **[official name of area]**. Construction must follow technical guidelines and specifications provided by the Department. Construction plans and any modifications must be reviewed and approved by the Department prior to any work. The Department must approve the work upon completion.

**[list of facilities to be constructed]**

- H. Provide the Department with copies of the invoices and associated payment vouchers for the materials and work described above in Section 1.G.
- I. Ensure that no federal monies are used to fund the **[City's, County's, etc.]** share of the total project costs.
- J. Manage its property within the watershed of **[official name of the lake]** to maintain the lake's good water quality, and take no actions that will lead to the deterioration of the lake's water quality, habitat or aquatic community.
- K. Defend, indemnify and hold harmless the Department, the State of Missouri and its employees and agents from any claim or suit brought by any third party in connection with the Area managed or the facilities to be constructed under this Agreement.

**[edit, add or delete sections as needed]**

**2. DEPARTMENT RESPONSIBILITIES.** The Department agrees to:

- A. Prepare and provide a general management plan for the fishery resources of the lake.
- B. Provide periodic fish community surveys and analysis, and manage the fishery through proper regulations, fish stocking, manipulation of the fish population and other fisheries management actions as determined by the Department.
- C. Enact and enforce appropriate fishing rules and regulations, and assist the **[City, County, etc.]** in enforcing the laws of the State of Missouri and the Wildlife Code of Missouri.

- D. Provide a cash grant reimbursement for the construction work described above in Section 1.G, covering **[number (usually 75)]%** of the total cost up to a maximum Department commitment of \$**[amount]**.
- E. Provide and maintain informational and entrance signs recognizing the **[City, County, etc.]** and the Department for their roles in this cooperative project.
- F. Provide or reimburse the cost of major repairs to the **[summary of facilities]** provided at **[official name of the area]** under the terms of this Agreement. Major repairs will be those determined through mutual agreement by the Department and the **[City, County, etc.]** to be necessary to restore the facilities to a safe and useable condition after severe damage from natural or man-made causes, or in the event of a major component failure not directly attributable to normal wear-and-tear. The Department will determine the types of repairs to be made at its expense. Repair work will be scheduled and performed under terms mutually agreed by the Department and the **[City, County, etc.]**. An amendment to this Agreement shall be required to provide for such repair work when the cost exceeds \$20,000 during any given year. In the case of repeated vandalism, damage caused by **[list other likely causes of significant damage, if appropriate]**, or damage caused by negligence by the **[City, County, etc.]**, the Department reserves the right to not repair or replace facilities.

**[edit, add or delete sections as needed]**

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

- A. This Agreement is for the purpose of capitalizing on the value of the Area for public fishing and other related outdoor activities.
- B. All Department and **[City, County, etc.]** covenants are subject to appropriations and the availability of funds, and that the Department and **[City, County, etc.]** recognize that it may be several years before facility development can be undertaken.
- C. The Department may fund its obligations under this Agreement with any combination of state and federal monies.
- D. The required fishing permit as defined by the Wildlife Code of Missouri and the effective regulations pertaining to the taking of fish and the use of the Area be jointly publicized insofar as possible.
- E. This Agreement shall become effective upon execution by both parties. It shall expire twenty-five years from the effective date; provided, however, that it shall

renew automatically for successive terms of one year each, if neither party has advised the other in writing of its intention to terminate the same at least one hundred and twenty days prior to any applicable termination date.

F. In the event of breach or default of this Agreement by the [City, County, etc.], or should this Agreement be terminated by the [City, County, etc.] for other than breach or default by the Department, the [City, County, etc.] shall reimburse the Department for that portion of the costs of improvements at the Area provided by the Department, minus the total amount actually expended by the [City, County, etc.] to maintain said Area as previously set out. In the event of breach or default of this Agreement by the Department prior to its expiration date, use without restriction of all improvements installed at the Area with Department funds shall revert to the [City, County, etc.] at no cost.

G. This agreement may be amended as desired by the mutual written agreement of the parties hereto.

[edit, add or delete sections as needed]

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

MISSOURI DEPARTMENT OF CONSERVATION

\_\_\_\_\_  
FISHERIES DIVISION CHIEF

Approved as to form:

\_\_\_\_\_  
General Counsel

[NAME OF COOPERATING ENTITY]

\_\_\_\_\_  
[TITLE]

Attest:

\_\_\_\_\_  
[TITLE]

## EXHIBIT A

**[Attach the legal description of the area and documentation that the area is owned (copy of deed) or will be legally under the control (copy of leases, easements or agreements) of the cooperating entity during the entire term of this Agreement.**

**For agreements that involve a total Department financial commitment of over \$50,000 for the development of facilities, attach a copy of a title search/title report for the property in order to confirm ownership and identify any liens, easements or other encumbrances that may affect the partner's and Department's ability to build and operate a fishing and boating access.]**

DRAFT

## EXHIBIT B

### AREA MAINTENANCE STANDARDS

The [City, County, etc.] agrees to provide routine maintenance of the Area and facilities sufficient to keep the public use facilities in a clean, safe and usable condition. In accomplishment of this, the [City, County, etc.] agrees to:

- 1) Provide routine cleaning of the boat ramp.
- 2) Clean up trash and litter at least once each week from May 1<sup>st</sup> through September 15<sup>th</sup>, and as needed during the rest of the year.
- 3) Clean and deodorize privies at least once a week from May 1<sup>st</sup> through September 15<sup>th</sup>, and as needed during the rest of the year.
- 4) Pump privies as needed or when liquid levels reach 75% of pit capacity, and to make minor repairs to Area privies as needed.
- 5) Mow grass within 10 feet of roads, parking lots, and other public use facilities often enough to ensure that it does not exceed a height of 6 inches; and mow a 20-foot semi-circle around the cantilever directional sign (if provided) often enough to ensure that vegetation does not obstruct the visibility of the sign from both directions.
- 6) Control grass on roads and parking areas and around traffic control barriers (if provided)
- 7) Provide and install rock (rip rap), as needed, to maintain any protective rock slopes or banks in the vicinity of the provided facilities.
- 8) Maintain asphalt roads and parking areas according to American Association of State Highway and Transportation Officials (AASHTO) standards. Routine preventative maintenance shall include the regular application of asphalt seal-coats to prevent or delay costly corrective measures. Any cracks larger than 0.5 inches shall be filled with a crack sealer, prior to the application of a seal-coat. A slurry seal coat, which is a mixture of quick setting asphalt emulsion, fine aggregate, mineral filler, additive, and water shall be applied to the surface once every five years. In places where cracks are more severe, but limited to specific areas of pumping subgrade (resulting in potholes, tire tread lanes, etc.), the old asphalt shall be removed, and any soft pumping subgrade shall be excavated and replaced with a sufficient depth of clean aggregate to stabilize the subgrade prior to asphalt replacement.
- 9) Provide the normal, routine maintenance of Area roads, parking lots, boat ramp, floating fishing dock, privy, sidewalks and any other facilities provided under the terms of this Agreement needed to keep these items fully functional and to present a positive image of the [City, County, etc.] and Department to the public.

[edit, add or delete sections as needed]

# Program Cost Breakdown

(April 2014 - March 2015)

SPORT	RAYMORE	BELTON	P-HILL	2014 Rentals
<b>SHELTERS</b>				
SHELTER PRICING PER DAY	\$ 50.00	\$ 75.00	\$ 21.00	117

<b>SUGGESTED CHANGES</b>			
SUBJECT TO CHANGE	CURRENT	SUGGESTED	RENTALS
SHELTER PRICING PER DAY	\$ 21.00	\$ 30.00	117
<b>TOTAL INCREASE IN REVENUE</b>			<b>\$ 1,053.00</b>



# *Pleasant Hill Parks and Recreation*

203 Paul Street Pleasant Hill, MO 64080 • 816-540-3135 • FAX 816-987-5141

## Policies and Procedures

### Table of Contents

Table of Contents .....	1
Section A: Definitions .....	3
Section B: Park Board .....	4
I. Purpose.....	4
II. Direction.....	4
III. Meetings.....	4
Section C: Parks and Recreation Department Philosophies and Flow Chart .....	6
I. Philosophies .....	6
A. Mission .....	6
B. Objectives.....	6
C. Inclusion Statement .....	6
II. Flow Chart .....	7
Section D: Parks/Facilities Policies and Procedures .....	8
I. Park/Facility Locations and Amenities .....	8
A. Parks .....	8
B. Facilities.....	9
II. Maintenance Policies .....	10
PHPR Facility Maintenance Policy .....	11
PHPR Grounds Maintenance Policy.....	12
PHPR Vandalism Restitution Policy .....	14
PHPR Rental Policies.....	15
PHPR Building Rental Policy .....	16
PHPR Room Rental Policy.....	17
PHPR Shelter Rental Policy.....	18
PHPR Trail Rental Policy .....	19
Section E: Recreation Policies and Procedures .....	22
I. Eligibility Requirements.....	22

II. Registration Process .....	22
III. Youth Coaching.....	22
IV. Sponsorships .....	22
V. Sportsmanship.....	23
VI. Postponements .....	23
VII. Equipment and Uniforms .....	23
VIII. Forfeit Policy.....	24
IX. Recreational Locations .....	24
X. Recreation Policies .....	25
PHPR Coaches' Code of Conduct.....	26
PHPR Competitive Team Promotion Policy.....	27
PHPR Field Reservation Policy.....	28
PHPR FIELD USAGE FEES.....	30
PHPR Privacy Policy .....	31
PHPR Refund Policy .....	33
PHPR TeamSideline Instructions .....	34
PHPR Volunteer Background Check Policy.....	35
PHPR Youth Draft Policy.....	36

