



Park Board of Peculiar

Meeting Agenda – June 10, 2013, 6:30 p.m.

City Hall Council Chambers – 250 S. Main Street

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Introduction & Welcome of Member Boyd
- 5) Consideration of the Agenda & Minutes
- 6) Subcommittee Reports
 - A) Special Events – see new business
 - B) Community Outreach – Did not meet
- 7) Old Business
 - A) Land3 Master Plan & Scope of Work Proposal
 - i) Bob Bushyhead will be presenting the Land3 proposal
 - B) Tree City USA
- 8) New Business
 - A) Tractor Pull
- 9) Director's Report
- 10) Public Comments
- 11) Board Member Comments
- 12) Adjournment

**MEETING MINUTES
PARK BOARD
CITY OF PECULIAR, MISSOURI
May 13, 2013**

A regular meeting of the Park Board of the City of Peculiar, Missouri was held in the Council Chambers of the Municipal Building on Monday, May 13, 2013, beginning at 6:27 P.M. Park Board President Doug Stark called the meeting to order.

Roll Call

Doug Stark, Andrew Boston, Kelsie McCrea, Kasey King, Mike Hedrick, and Board Liaison Homer Dunsworth were present.

Introductions & Welcome of Member Boston

Doug Stark requested updated contact information. Director Musteen informed the Board that a new member will join in June and he will send a request for updated contact information at that time.

Consideration of Agenda and Minutes

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

Subcommittee Reports

A. Special Events

The Board discussed admission prices for the Tractor Pull and decided on admission price of \$15 for individuals 13 years old and up; attendees age 5-12 will pay \$5; and children under 5 are free. We will not charge for parking. Director Musteen will update promotional flyer.

Director Musteen will update the contract with the Tractor Pull Association and provide to President Stark to obtain the necessary signatures. Director Musteen informed the Board that the contract with the Band Boosters will need to be updated and signed as well so they can obtain an updated liquor license. The Board agreed to have a work session of the Tractor Pull on May 23, 2013.

President Stark requested new banners for the event and Director Musteen agreed to coordinate that project.

Old Business

A. Raisbeck RFQ Recommendation

Director Musteen reported that when he called the companies to inform them that the Board had tabled discussion on the RFQ, he obtain estimated fees from three of the four companies and their fees range from 4.5% to 12% of the total project. President Stark indicated that he would like to interview the companies before selecting one company. Board Liaison Dunsworth indicated that he doesn't believe there is enough time to interview the companies and we need to move forward with our decision.

Discussion then ensued about the timeline for the project. Mr. Hedrick inquired as to the timing and Director Musteen informed the Board that we are looking at Spring for completion of the project. Mr. Dunsworth reiterated his desire to move forward as quickly as possible. President Stark voiced his concerns that we should give the project and process due diligence to ensure we are meeting our goal to have a premier park. Mr. Hedrick stated that he does not believe an interview will give more than the packet we already received will. Mr. Dunsworth then agreed that the process appears backwards from a normal bidding process, but based upon Director Musteen's recommendation that this is how it is done in the industry, we should move forward with Director Musteen's recommendation.

Member Hedrick relayed to the group that Raymore Elite and KC Prime are two competitive soccer leagues that have merged. He would like for our Board to start discussions to alert leagues to our new complex and its availability for lease. If the fields are in place, perhaps we can lease them this fall to different leagues. Director Musteen will inquire as to the general timeframe to complete the project and obtain a timeline from the company selected.

Director Musteen relayed that the recreation league is number one priority. He will provide revenue forecast for new complex for next two years. We will also evaluate a revenue policy later this year that will help us dictate our prices for recreational sports.

President Stark relayed his desire to know a general ballpark for the development of a Master Plan. Mr. Boston requested clarification as to how long the process will take if we decide to go with a separate company if the first company is unable to produce what we want at the price range we want. Director Musteen indicated that it will slow the process but reiterated that the "checkbook" is not open until we know a number for what the project will take. Mr. Dunsworth indicated his understanding is that if we don't like the first proposal then we move on to the next one. He then reiterated the need to go with City Staff recommendations and if we override that recommendation then the onus is on the Board when it does not work out.

Mr. Dunsworth made a motion to go forward with staff's recommendation for Land 3. Member Hedrick seconded the motion. Discussion ensued and member King requested clarification that we can select the second company to contact now if the first company does not work out so we are not behind the ball, if that time comes. Discussion ensued ranking the

companies. The motion carried with a 4-2 voice vote. Members Stark and McCrea opposed.

Member McCrea made a motion to select the second company as a back-up to the first company. The motion was seconded by Member Dunsworth. Discussion ensued on the ranking of the companies. The motion was amended to select Nappier as the second company for the project. Mr. Dunsworth seconded the amended motion. The motion passed with a 6-0 voice vote.

Director Musteen will contact Land 3 and Nappier.

B. Tree Maintenance Code

The revised tree maintenance code will be submitted to the Board of Alderman at their 2nd work session meeting in June for approval. Legal updated a few items to coordinate with the landscape ordinance and clarified that the Code only relates to public areas and does not dictate personal land. Member McCrea made a motion to accept the proposed Tree Maintenance Code to present to the Board of Alderman at their work session in June. Member Dunsworth seconded the motion. No discussion and the vote passed with a 6-0 voice vote.

C. Tractor Pull Flyers and Banners

Discussion continued regarding additional tasks and items for the Tractor Pull. Director Musteen will update the flyers and banners with new information and circulate to the group for promotion throughout the area.

Director Musteen also agreed to take care of the easement with the school and update the beverage contract for President Start to obtain signatures. President Start will arrange ambulance with the fire district.

The group agreed to May 23rd for the work session.

Director's Report

Director Musteen relayed that he met the deadline for the grant for the trail at Raisbeck Park. He does not expect a response until September. He relayed to the group that if the grant was selected, the park will be federally protected for 25 years.

Director Musteen indicated that the Arbor day event went well with the school and expects that we will continue the tradition year to year.

There is currently an Eagle Scout project to convert a portion of the rail bed in Peculiar to a trail. Director Musteen also reported that the rail bed south of the city is owned by City. He will provide an update on who owns what for possible trail additions in the park system.

Director Musteen has been contacted by the South Grand Water Shed Alliance who would like to hold an education event at Raisbeck Park. They might also agree to do some native plantings for the City.

The amusement park consignment tickets are available for sale. Their availability will be advertised on Channel 7 and Director Musteen will prepare a flyer for distribution throughout the City.

As it relates to the Parks, President Stark relayed his concerns that McKernan does not appear as if it has been mowed for quite some time. Director Musteen agreed to follow-up to ensure it is mowed soon now that the water has started to recede. He will also request that the water fountains be turned on at McKernan Park.

Public Comments

None.

Board Member Comments

None.

Adjournment

Member Dunsworth made a motion to adjourn the meeting at 8:30 p.m. The motion was seconded by Member Hedrick and passed with a 6-0 voice vote.



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: June 10, 2013
Agenda Item: 7 – A
Subject: Land3 Master Plan & Scope of Work Proposal

RAISBECK RFQ

During the May Park Board Meeting, members of the board voted 4-2 to initiate discussions with Land3 Studios to be the consultant for the renovation of Raisbeck Park.

Bob Bushyhead, Principal in Charge, of Land3 Studios has presented a proposal for the Master Plan & Scope of Work.

Mr. Bushyhead will be present at the June meeting to further discuss the Raisbeck renovation and the attached proposal.



Landscape Architecture

May 29, 2013

Nathan Musteen, Director
Parks and Recreation Department
City of Peculiar, Missouri
250 South Main
Peculiar, Missouri 64078

Re: Raisbeck Park

Mr. Musteen,

Thank you for considering LAND3 Studio (L3) and providing us the opportunity to be of assistance on the Raisbeck Park project. LAND3 is pleased to present this agreement for your review and execution to provide professional consulting services.

This proposal is based upon our discussions and those directions and guidelines provided by your office. We are suggesting a 2 step process beginning with the development of a Master Plan for the Park. Based on that approach, we propose the following work and related outcomes to complete the project.

FRAMEWORK SCOPE OF SERVICES

LAND3 would facilitate a fast-track approach to evaluate the current facility and assess opportunities to redevelop Raisbeck Park into a Soccer focused facility. It is anticipated that we would work closely with the Parks staff and volunteers / stakeholders to develop a phased approach to realize the vision with initial phase construction occurring in 2013.

Project Initiation

- Evaluate site opportunities and constraints as relates to field design / construction
 - Soils
 - Watershed
 - Access
- Provide necessary survey work to develop a topographic survey and provide control for grading operations

Master Plan

- Develop a Complex Plan for the Park including:
 - Meet with Park Board and Staff to assess goals & vision for the Park.
 - Asses options for Field layout
 - Develop a framework for field construction including:
 - Grading
 - Turf and soils
 - Short and long-term irrigation strategies including supplemental pumping
 - Integrate pedestrian scale improvements including:
 - Parking & distribution
 - Concessions and restroom
 - Accessibility
 - Utilities
 - Community Connection(s)
 - Internal
 - External
 - Provide a color rendered Master Plan of preferred option(s)
 - Prepare Cost opinions
 - Prepare Phasing Plan

Topographic Survey

- Provide topographic survey of site for design purposes

Construction Documents & Construction Phase Services – *To be further discussed after completion of Master Plan process.*

- Develop necessary documents for Phase I improvements including:
 - Permitting Documents
 - Bidding & Construction Documents
- Assist with Bidding
- Provide limited Construction Phase Services

INFORMATION OR SERVICES TO BE SUPPLIED BY OTHERS

Existing and proposed utilities -- water, sewer, gas, storm drainage, electricity, cable TV, and telephone

Existing hydraulic information, subsurface investigations and any other site-specific investigations.

Current documents and plans for related improvements of this project or others occurring on or adjacent to the site.

SERVICES NOT INCLUDED

Any substantive changes resulting in increased complexity or changes in design requiring rework once the review process is under way may be considered extra services.

This proposal does not include services construction / bidding documents or construction Phase services.

Should the construction phase be extended past the current construction schedule, LAND3 reserves the right to submit a request for substantiated additional fees for related design or construction period services.

Reimbursable expenses including copies, reproductions, postage, long-distance telephone, printing, and additional travel costs and expenses will be billed at our direct cost.

EXTRA SERVICES

We will identify services not included in our proposed scope of work if they are requested. We will advise your office of the impact on our work, and propose an increase to the fee amount before any work is undertaken that is outside our scope of services.

Reimbursable expenses including copies, reproductions, postage, long-distance telephone, printing, and additional travel costs and expenses associated with extra services will be billed at our direct cost.

PROPOSED FEE – Master Plan

| | | |
|---|--|-----------------|
| Master Plan Development | Hourly Not – to - Exceed | \$ 6,500 |
| Design/Construction Phase Services | <i>To be negotiated after Completion of Master Plan</i> | |

HOURLY RATE SCHEDULE

| | |
|-------------------------------|-------------|
| Principal | \$120 / Hr. |
| Senior Landscape Architect | \$100 / Hr. |
| Associate Landscape Architect | \$ 80 / Hr. |

PAYMENT

This proposal is contingent upon the following conditions relative to payment:

We will submit monthly invoices to your office based on hours expended and related expenses.

LIMITATION OF LIABILITY

As partial consideration for the agreement by Landscape Architect to render Services and provide Deliverables under this Agreement at the agreed upon fees, Owner agrees that the liability of Landscape Architect shall be limited to the amount of economic damages sustained by Owner resulting from the negligent errors or omissions of Landscape Architect, but that in all events the maximum exposure of Landscape Architect shall not exceed the amount of Landscape Architect's fee under this Agreement.

CONTRACT

This proposal will serve as a basis for authorization and a contract for services between LAND3 Studio, LLC (Consultant) and The City of Peculiar (Owner).

CREDITS AND ACKNOWLEDGMENTS

LAND3 Studio, LLC shall, **where appropriate**, be given credit and acknowledgment for consulting by your office, your agent, and/or your client in published articles and/or promotional brochures.

CONSULTANT

LAND3 Studio, LLC
1100 W. Cambridge Circle, Ste 550
Kansas City, KS 66103

OWNER

City of Peculiar, Missouri
250 South Main
Peculiar, Missouri 64078

By: _____
Name

By: _____
Name

Title

Title

Date: _____

Date: _____



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: June 10, 2013
Agenda Item: 6-B
Subject: Tree City USA

BACKGROUND

In March – Staff presented the Tree City USA proposal for Peculiar and outlined the necessary steps to attain this accreditation. After discussion, members of the board requested to table the motion until April to allow for individual review of the proposed tree maintenance code.

In April – discussion continued regarding the proposed tree maintenance code. Staff has reviewed the code with the City Planner and cross referenced with the Peculiar Municipal Code to ensure no contradictions occur and the proposed code is in alignment with current industry standards.

The City's attorney reviewed the code, made the necessary changes for inclusion within the Peculiar Municipal Code.

Staff presented the Tree City USA program with the proposed tree maintenance code to the Board of Alderman on June 3rd. The concept of becoming a Tree City USA was well received. On June 17th, the tree maintenance code will go to the Board of Alderman for the 1st reading.



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: May 13, 2013
Agenda Item: 8-A
Subject: Tractor Pull

BACKGROUND

The Annual Tractor Pull is June 16th, a special event work session was held on May 23rd. Staff was issued a list of items to do along with additional items from the City Administrator and Mayor. See attached list for updates on each item.

Board Member Stark will update the rest of the board and give final directions for this week's event.

TRACTOR PULL TO DO LIST:

MSTPA Contract

- ✓ Presented a contract between the City and MSTPA to the Board of Alderman on May 20th for approval
- ✓ Gave authorized contract to Member Stark to have MSTPA sign and return

Note: I have not received a signed contract from MSTPA for the Mayor to sign

Band Boosters Concessions / Beer Contract

- ✓ Presented a contract between the City and RP Band Boosters to the Board of Alderman on May 20th for approval
- ✓ Presented an application for an I-9 temporary Liquor License to the BOA on June 3

Note: All necessary documents have been returned and approved

Waiver form for Volunteers

- ✓ The City Attorney sent a waiver for volunteers to sign prior to the event or before use of any equipment
- ✓ Staff sent the waiver to Member Stark via email on Monday June 3rd

Note: The waiver should be signed prior to any volunteer driving or using city equipment for preparation of the tractor pull

Waiver form for Cutting hay at 66 Acre Park

- ✓ The City Attorney sent a waiver for Mr. Jason Norman to sign releasing the city from any damages to his equipment while cutting hay on 66 acre park in preparation of the Tractor Pull.
- ✓ Staff sent the waiver to Member Stark via email on Monday June 3rd

Note: The waiver should be signed & returned prior to Mr. Norman using his personal equipment on city property.

Count Pull arrows

- ✓ 3 - Large red "Pull" arrows are in the shed at Raisbeck
- ✓ 5 - Small red "Pull" arrows are in the shed at Raisbeck



Peculiar Parks & Recreation

MEMORANDUM

Count yellow Parking Signs

- ✓ 6 – yellow yard signs with “Parking and an arrow” are in the shed at Raisbeck

Load 20 T-Posts in Truck

- ✓ Delivered to Member Stark on 5/29

Yard signs at major intersections

- ✓ Completed on 6/7
- ✓ 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

- ✓ Requested on 5/28
- ✓ Follow up at Staff Meeting on June 11

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

- ✓ Requested on 5/28
- ✓ Follow up at Staff Meeting on June 11

Notify Excalibur of Tractor Pull Duties

- ✓ 6/3 - Finish mow only, Wednesday before TP like last year
- ✓ 6/3 - Move Aluminum bleachers to 66 after the mow
- ✓ 6/3 - Do not move the steel bleachers this year, Doug will do it
- ✓ 6/3 - Regular trash duties during event as in the past

Request the Grader be transported to 66 on Friday

- ✓ Requested on 5/28
- ✓ Follow up at Staff Meeting on June 11

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

- ✓ 2 (No Coolers) – at the County Barn



Peculiar Parks & Recreation

MEMORANDUM

- ✓ 1 (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”

Note: Additional ads were not purchased for next week’s editions as the cost verses exposure was not worth the price.

Full Color Entry Banner

- ✓ A full color 4x8 Entry banner was purchased to be placed at the entrance of the Park

Other Items:

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

Peculiar Parks & Recreation

DIRECTOR'S REPORT



Prepared by: Nathan Musteen
 Month/Year: June 2013

ADMINISTRATIVE PROJECTS

- Tree City USA program was presented to the BOA
- Rail-Bed Eagle Scout Project Committee – meeting was held on May 30th.
- Staff assisted in the drafting of the TIGER grant for the 211th Interchange

RAISBECK RENOVATION PROGRESS

| PROJECT | SUMMARY | STARTED | STATUS | FINISHED | BUDGET |
|--------------------------------------|--|------------------|---|----------|--------------|
| Fence / Dugout Removal | In efforts to create an open turf field layout at Raisbeck Park, all fencing and dugouts must be removed. Any fencing that can be reused shall be stored and utilized at 66 Acre Park for the annual tractor pull. All un-usable fencing will be recycled or disposed of properly. | January | Fence removed | March | |
| Tree Work / Debris Clean-Up | This project includes the removal of 2 to 3 dead trees & stumps in the spectator areas, pruning of trees in the spectator areas, limb trimming and debris clean-up in the wooded areas surrounded the playing fields. This project will enhance the spectator area and provide a safe location to watch games. | February | Chipper was rented on June 7th | | |
| Land3 Studio | Land3 Studios were selected in the May Park Board Meeting as the top selection for a consultant to develop the Master Plan for Raisbeck Park | June | Land3 will present their proposal at the June meeting | | |
| Design & Build RFQ | Develop an RPQ (Request for Proposals) that allows Engineer firms to study the project and property, and then present their concept plan for the Raisbeck Renovation Project. Park Board/Staff will choose the best qualified firm to be a guide in the process of the renovation | January/February | Finished | May | |
| GBA Engineer Firm – Irrigation Study | Staff has entered an agreement with GBA Engineering to do an Irrigation Study on utilizing any and all means to provide irrigation to Raisbeck. | January | Finished | February | \$386,000.00 |

PARKS REPORT

May Park Reports:

Peace Park:

- No new reports. Park is being mowed regularly.

Mayor's Park:

- Park being mowed regularly
- Vandalism has continued at Mayor's Park, picnic tables and park benches turned over
- Sprayed weeds in mulch beds

Peculiar Parks & Recreation

DIRECTOR'S REPORT



Raisbeck Park:

- Park being mowed regularly
- Chipped brush, mowed down tall area where brush was laying over the weekend of June 7 – 9
- Some flooding occurred during last week's heavy rainfall. Waterline was almost to playground equipment on hill, but no damage was found.
- Very little debris was found around picnic tables & concession areas. Removal of the baseball fences helped minimize damage and the water seemed to flow out of the park quickly in the flooded areas.
- Concession stand had about 1 to 2 inches of water from the heavy rains. Some clean-up is required, but no damage found inside.

McKernan Park:

- Pressure washed shelter. We have had numerous reservations this season.
- Pressure washed playground equipment and park benches.
- Removed all dead trees from park and disposed of them.
- Started working on bridge repair.
- Trimmed a few trees in order to mow around and disposed of branches.
- Sprayed weeds in the mulch beds.

City Lake:

- New grill installed in new picnic area around old mud hole.
- Made repairs to wooden fence after vandalism. Weather coat and stain new wooden fence.
- Pressure washed shelter and picnic tables.
- Pressure washed the dock.
- Secure boat ramp dock after floods broke the lines.
- Park is being mowed regularly.

Shari Drive Park:

- Park is being mowed regularly. No further report.

66 Acre Park:

- No new reports.
- I will be working with Nathan and President Stark in preparation for the Tractor Pull next weekend.

COMMUNITY INVOLVEMENT

Staff continues to be actively involved the Downtown Eagle Scout Trail project. A meeting on May 30th with project stakeholders was held to gauge an interest of adjacent property owners. Mr. Nick McCord has received approval for the project idea and all parties will continue in the project planning.



Peculiar Parks & Recreation

Project List

Updates are highlighted in **RED**

| 1 st Quarter (October, November, December) | | | | | |
|---|--|-------------|--|---|---|
| Project Name | Month Started | Description | Status | Completed | |
| 1 | Parks & Recreation Logo Design | December | A new Parks & Rec logo will help begin <i>branding</i> our parks, rec programs, and advertise for all things relating to Peculiar P&R | COMPLETE |  Finished – February 2013 |
| 2 | Raisbeck Renovation Project | December | A capital improvement renovation project for Raisbeck Park to provide youth Soccer, flag football, and full contact football in a safe, updated playing facility. Addition of walking trail & arboretum as alternative phases. | PB voted 4-2 in favor of Land3 Studios as the top choice to develop the Raisbeck Master Plan. | <ul style="list-style-type: none"> LWCF Grant submitted |
| 3 | Sub-Committee Appointments | December | Park Board created two sub-committees. Member assignments to be held in January | COMPLETE | January 15, 2013 |
| 2 nd Quarter (January, February, March) | | | | | |
| 4 | Shelter Reservation Policy | January | 2 picnic shelters and 1 fishing pier are available for residents to utilize for personal use. | COMPLETE | January 15, 2013 |
| 5 | Policy / Standards Development Action Plan | March | Implement an Action plan for development of departmental standards and policy based on national recommendations | <ul style="list-style-type: none"> Submitted to PB in March Policy Development is ongoing | |
| 6 | Park Board Notebooks | March | Notebooks with all ordinances, meetings, minutes, policies, maps, etc... | Submitted in March Packet Includes Departmental Standards & Policy list | |
| 7 | Tractor Pull Event | March | Tractor Pull Prep | <ul style="list-style-type: none"> TP is June 15th Final meeting on the TP will be during the June PB meeting. | |
| 8 | Tree City USA | March | Synopsis of the Tree City USA accreditation and the steps to achieve this status | <ul style="list-style-type: none"> Maintenance Code was submitted to the BOA at the last work session. 1st reading will be June 17 | |
| 3 rd Quarter (April, May, June) | | | | | |
| 9 | 5 Year CIP Plan | June | 5 Year Capital Improvement Plan | Postponed until after the TP | |
| 10 | Revenue Policy | June | Create a blanket policy that governs our actions in generating revenue, including cancelations, refunds, etc... | Postponed until after the TP | |
| 11 | Eagle Scout Projects | April | List of Eagle scout projects to be done in the parks and operational policy | Project list and Scout Project Policy submitted to Park Board in April | |
| 12 | Overnight Camping | April | Develop policy for camping based on | Policy for overnight | |



Peculiar Parks & Recreation

Project List

| | | | | | |
|---|---------------------------------------|------|--|--|--|
| | Policy | | language in City Code Section 22:130 | camping for youth groups such as scouts submitted to PB to April | |
| 13 | FY 2014 Budget Prep | June | Begin preparing our FY14 budget for BOA approval. | Postponed until directed by the City Administrator | |
| 4th Quarter (July, August, September) – As we work through the year, we can add to the list if needed. | | | | | |
| 14 | Social Media | July | Social Media Policy & Advertising | | |
| 15 | Park Signage Program | July | Establishment of a Park System signage program. Unify current signs and create guidelines for future signage that includes the new logo. | Logo Complete | |
| 16 | Inventory of Parks Assets & Equipment | July | Detailed list of Park & Recreation equipment and assets along with an electronic tracking system. | | |

TO BE ANNOUNCED – PROJECTS

| | | | | |
|---|-----|---|---|--|
| Update current Park Ordinances / Park Board By-Laws | TBA | Update the Park ordinances to current operations and professionalism incorporating updated Park Board By-Laws | Postponed until necessary policies are in place | |
| Boating Permits | TBA | Revamp the current Boat Permit policy in conjunction with new ordinances. | Stay with the current process until the policy is reviewed. | |