

**MEETING MINUTES
PARK BOARD
CITY OF PECULIAR, MISSOURI
April 8, 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, April 8, 2013, beginning at 6:38 P.M. Park Board Vice President Kelsie McCrea called the meeting to order.

Roll Call

Kelsie McCrea, Kasey King, Mike Hedrick, and Board Liaison Homer Dunsworth were present. Member Doug Stark arrived at 6:42 p.m.

Consideration of Agenda and Minutes

Member Hedrick made a motion to accept the meeting minutes of March 2013. Board Liaison Dunsworth seconded the motion and the motion carried with a 5-0 voice vote.

Subcommittee Reports

President Stark requested a revised sponsorship letter with the revised dollar amounts. Director Musteen agreed to circulate the revised letter via email this week.

Director Musteen reported that he located some banners and delivered to Jim Antonidies. President Stark represented that additional banners should be in the shed. Director Musteen agreed to look again to locate the banners so that updates can be made.

Director Musteen suggested that we set up a meeting regarding the tractor pull to iron out a plan to hit up businesses for funding and to finalize the contracts with the tractor pull association.

There were no other subcommittee reports.

Old Business

A. Quarterly Project List

The quarterly project list will be moved to the Director's report section in future months.

B. Tree Maintenance Code Revisited

Director Musteen will review with the City Planner to compare against code and provide suggested Tree Maintenance Code to Legal. The Park Board will get another chance to review before vote to put into place after Legal has reviewed. Director Musteen continues to wait on Legal to provide comments on outside of city limits is okay for tree board members. Vote is tabled until May meeting.

C. Land Water Conservation Fund

Director Musteen has decided to ask for full amount to support the trail plan at Raisbeck Park due to time constraints. Utilizing the Boy Scouts would take extensive planning and be a least another year for all parties to be ready. He has confirmed with Corp of Engineers that a permit is not needed to complete trail at Raisbeck Park even though the park is technically in a wetland because the trail will not cross over the water. Discussion ensued about the materials we are going to request funding for in the grant application. Director Musteen agreed to circulate pictures of trail ideas and with the landscape timber border suggested.

New Business

A. Overnight Camping Policy

Director Musteen informed the Board that a permit policy is needed because the City Ordinance dictate that a permit is required to camp at City Parks, but there is not a permit process in place. Director Musteen provided a suggested packet of material and discussion ensued regarding points of those materials. Member Hedrick made a motion to accept the Peculiar Parks & Recreation Overnight Camping Policy and the motion was seconded by Board Liaison Dunsworth. The motion carried with a 5-0 voice vote.

B. Eagle Scout Service Projects

Director Musteen informed the Board about the intent of the proposed policy for Eagle Scouts projects. The Board discussed various projects on the proposed project list and President Stark raised concerns about maintenance of the projects after they were completed. Director Musteen informed the Board that depending on the type of project completed, it may be necessary for the Parks and Recreation Department to maintain the project after it is completed, but most likely the projects will require little to no maintenance requiring funding from the Park Board. Further discussion ensued regarding current Eagle Scout projects to convert rail system to a trail system in Peculiar. Director Musteen indicated that some research is being conducted to determine the next steps to move forward with a "Rails to Trails" project. Member McCrea made a motion to adopt the proposed Eagle Scout Project Policy. The motion was seconded by Board Liaison Dunsworth and carried with a 5-0 voice vote.

C. Raisbeck RFQ Recommendation

Director Musteen reported his recommendation based upon discussions and review of the RFQ materials to go with a particular company. He bases his recommendation on his familiarity with the company from the Missouri MPRA conference and a review of their qualifications and similar projects they have completed. He reported that additional city staff also reviewed the materials and came to an independent recommendation of the same company recommended by Director Musteen.

Member McCrea indicated that she did not feel as if she had enough information to make an educated vote because she was under the impression that the Board originally voted to request a Request for Proposal, and the Board actually received Request for Qualification Responses. Director Musteen relayed that it was switched to a Request for Qualification based upon his discussions with engineers that companies don't want to waste their time with a proposal so we only ask for their qualifications. Once we decide on who we want to go with, we then sit down and tell them what we want and then we will negotiate a contract for that.

Board President Stark relayed his comments that all of the companies are qualified to do the job and they all have the same type of engineers. He is concerned that without competing bids by the companies the selected company can select their price and operate as if they have an open checkbook. Board President Stark also believes that the City's purchasing policy is going to require three bids before we can move forward on the project. Director Musteen took the action item to research that policy.

Further discussion ensued regarding the need to include the Park Board in decisions prior to City Staff being involved, or at least provide the Park Board with ample opportunity to review and make decisions just as City Staff is provided. Member King relayed his concerns over timeliness to review and make a decision and requested an additional two days to review, make calls, and suggested that we have an email vote later this week. Member Hedrick discussed his understanding of the project and the differences between and RFQ and an RFP in that because the Park Board doesn't know exactly what we want, we will explain it to the selected company, they will design it, and then we will negotiate the price.

Board Liaison Dunsworth relayed that based upon his experience in the industry and serving on several boards that the RFQ process is the way that it is done and if we elect to postpone a decision and require an RFP The process will drag on too long. He does not believe that any firms will reply to an RFP because the Board is not sure on what it wants as it relates to the final layout of Raisbeck Park. Member McCrea relayed that it is her belief that we know enough about what we want to give them enough direction that they can return with various proposals on what would work for us and a bid for that type of work. President Stark agrees that he would prefer to see competitive bids from the companies versus just their qualifications. Member King again relayed that he would like more information to review and make a decision. He is not prepared to have a vote on information as he doesn't understand what he is saying yes to and what the Park Board will get when and if, they say yes.

The Board elected to coordinate an email vote at the end of the week to select a company to move forward with.

Director's Report

Director Musteen reviewed the written Director's report and his desire to convert Mayor's Park to practice soccer fields. He also reported that Arbor Day events will move forward with the elementary school on April 22, 2013, at 9:00 a.m. and the Park Board is welcome to attend.

Director Musteen also relayed to the group that we should expect a new Park Board Member in May after the Mayor and Board of Alderman appoint him at the April 15, 2013, Board of Alderman meeting.

Public Comments

Director Musteen opened the floor for public comments regarding the Land Water Conservation Fund grant application. There were no public comments regarding the proposed trail project. Director Musteen reported that he received several surveys in response to our request regarding the trail system at Raisbeck Park to support the LWCF grant process. All surveys indicated that they are in favor of a trail system at Raisbeck. Additional comments were read from the surveys that indicate the public is favorable to the addition of trails in the city to support better health and wellness in the City, and to further utilize the park systems that we have in place. Additional comments indicate that there is a definite interest to add a trail system throughout the city.

Board Member Comments

Each member of the Board took a moment to relay their comments and concerns on how the Board can work together more cooperatively with each other and City Staff. Board Liaison Dunsworth relayed that he would like to see the Board leave the past in the past and find a way to work more cooperatively with City Staff as there appears to be too much emotion over something that is not going to change. Member King represented that he believes discussion on issues is how the process is supposed to work and it is okay for the Board not to agree on everything all of the time. Member McCrea agreed with Mr. King's comments that discussion is what is required for the Board to be successful and we all receive a vote to make the best decision that we think we can make based upon the information provided to us. She also thanked Director Musteen for the additional time this week to gather more information to make an informed vote. Member Hedrick relayed his understanding that the Parks Director is here to help us by giving advice and recommendations for what to do and how things are done. He understands the frustration and everyone's desire to make Peculiar a better place. He appreciates the passion but believes the Board should work harder to get along better to make decisions for the City of Peculiar even when we don't agree.

President Stark ended the meeting relaying that Director Musteen is doing an excellent job. The Board brought Nathan on for a purpose and reason, but also relayed to Director Musteen that there is a process to follow with the Park Board. Even though that process might slow things down some, it is only fair to allow the Board an opportunity to reach an informed decision on issues because the Board is the one that receives questions and concerns from the public.

Adjournment

Member Hedrick made a motion to adjourn the meeting at 8:50 p.m. The motion was seconded by Member King and passed with a 5-0 voice vote.