

**MEETING MINUTES  
PARK BOARD  
CITY OF PECULIAR, MISSOURI  
January 14, 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, January 14, 2013, beginning at 6:30 P.M. Park Board President Doug Stark, called the meeting to order.

**I. Members Responding to Roll Call**

All members presented for roll call with the exception of Board Liaison Homer Dunsworth. Mr. Dunsworth arrived at 6:33 p.m. Members present for roll call included: President Doug Stark, Member Kelsie McCrea, Member Casey King, and Member Mike Hedrick.

**II. Consideration of Agenda and Minutes**

The minutes of December 2012 were read and reviewed. A motion was made by Mr. Dunsworth to accept the minutes. It was seconded by Mike Hedrick and approved by a 5-0 voice vote.

**III. Subcommittee Reports**

As subcommittee members were not assigned until later in the evening, there were no reports made at this time. Director Musteen clarified that each subcommittee will consist of members from the Park Board and individuals from the community.

**IV. City Administrator's Comments**

Mr. Ratliff was unable to attend, but asked Director Musteen to pass along to the Park Board that Mayor's Park has been listed for sale for \$25,000. City Lake was not listed for sale and Director Musteen will present some ideas to the Park Board on how to make it a viable asset for the City of Peculiar Park Plan.

**V. Old Business**

**A. Raisbeck CIP Renovation Recommendations**

Director Musteen recommended that we move forward with the fence and dugout removal identified in Project ID 1-a, and Tree Work and Debris Clean-Up identified in Product ID 1-b. A motion was made by President Stark to move forward with the items identified in 1-a and 1-b, not to exceed \$6,500. It was seconded by Casey King and approved by a 5-0 voice vote.

Director Musteen also informed the Board that Public Works will do the park log resurfacing if we provide them with the supplies. President Stark raised the issue as to whether the surface must be dust free, and Director Musteen will check on that.

Although Public Works agreed to do the work, President Stark recommended that the Board use a contractor and obtain a price for this work. President Stark and Director Musteen agreed to meet at the site on Wednesday, January 16, 2013, to examine the parking lot and determine what we would like to include in our RFP. The item was tabled until a later date.

Director Musteen then informed the group that in regards to the Playing Field Design & Build (as referenced in 2-a), he will write an RFP and post for bids. Discussion ensued and the Board directed Director Musteen to move forward with preparing the draft RFP.

As it relates to Field Irrigation (Project ID 2-b), Director Musteen informed the Board with some issues about using the water coming out of the sanitary department for use as irrigation at Raisbeck. Director Musteen suggested that we utilize the City's current contractor GPA Engineering to perform a field irrigation study for \$2,500. Member McCrea made a motion to complete the field irrigation study with GPA Engineering not to exceed \$2,500. It was seconded by Member Dunsworth and passed with a 5-0 voice vote.

Director Musteen also recommended to the Board that we prepare an RFP for the concession stand and restroom renovations (Project ID 2-c) with the other field renovation project. Discussion ensued regarding water proofing the building, reevaluating locations for the restroom and concession stand, adding picnic shelters and various other park improvements. Director Musteen will work on language for an RFP bid and the topic was tabled until that bid has been prepared.

#### **B. Raisbeck Capital Improvement Purchases for FY 2012/2013**

All items for purchase were tabled until a later date. Director Musteen will follow-up with Excalibur to ensure they have the necessary pesticide license to spray fields.

#### **C. Logo**

Discussion was tabled until February when the members will regroup with possible logo designs. Nathan will tweak any recommendations and then we will hire a graphic designer to complete the logo for us.

### **VI. New Business**

#### **A. Shelter Reservation Policy**

Director Musteen presented a revised shelter reservation policy. Discussion ensued regarding need to address geese issue at City Lake, and the need to enforce reservation policies throughout the city. Member McCrea made a motion to adopt the proposed shelter rental policy. It was seconded by Member Dunsworth and passed with a 5-0 vote.

## B. Quarterly Project List

Director Musteen introduced the list as a fluid document that will change as we go. He recommended that we strive to be part of Tree City USA, and has begun the leg work to meet the requirements to be involved. The group decided to add the Maintenance Contract to the 2<sup>nd</sup> quarter goals, and it was decided to vote on the new language for the contract in February.

## C. Budget Amendment

The Board reviewed the proposed budget amendments and Director Musteen discussed some of the changes to the layout instituted by the City. Member Dunsworth made a motion to accept the revised budget and submit to the Board of Alderman for amendment approval. It was seconded by Member McCrea. Discussion ensued and motion passed with a 5-0 voice vote.

## VII. Director's Report

Director Musteen reported that he has updated the website some, but it is limited. He will continue to work with City Administrator to identify the best options available for the Park Board website. Mr. Musteen also recommends that we look into a vehicle replacement program whereby we set aside money each month for a car payment and drawn interest on it. Then when the current Parks' truck is not usable, we will have the necessary cash flow to purchase a new vehicle without having a car payment. Director Musteen has been working through several cash revenue/grant options and identified several items in the works: 1) the Lions Club is interested in supporting the concession stand renovations for naming rights; 2) deadlines to obtain soccer grants for this year have passed, but he continues to research other options; and 3) other grants such as the NFL grassroots grants may be an opportunity for us to integrate football fields into our park system.

Director Musteen then summarized the Parks' Reports from Excalibur. In particular, we need to address the end of the bridge at McKernan Park. Director Musteen will coordinate a project to repair the retaining wall and use supplies from other parks to complete the project. Director Musteen also indicated that the leaves at Raisbeck Park were pushed to the side to save money, but they will all be removed at the time of the renovations for the soccer complex. Any improvements at our Parks will be highlighted using the Peculiar Park Light on our website to spotlight the improvements for our community.

## VIII. Sub Committee Member Assignments

Doug Stark and Mike Hedrick agreed to chair the Community Outreach subcommittee. Members Kelsie McCrea and Casey King agreed to chair the Special Events subcommittee. Member Stark agreed to help with the Special Events as well.

Member Stark reported that the Tractor Pull has been set for June 15<sup>th</sup> with MSTPA. There will be 72 hooks, and the Marching Band has agreed to sell concessions and beer again. The Special Events subcommittee will begin setting up meetings to ensure the Tractor Pull stays on track.

Additional special event possibilities were discussed such as: Arbor Day, bluegrass festival, BBQ event, 5Ks, etc.

**IX. Public Comments:** None

**X. Adjournment:**

A motion was made by Homer Dunsworth, seconded by Mike Hedrick, to adjourn the meeting at 8:45 p.m. The motion carried with a 5–0 voice vote.

These minutes were taken and transcribed by Member McCrea.

Approved: