

**MEETING MINUTES  
PARK BOARD  
CITY OF PECULIAR, MISSOURI  
August 12, 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, August 12, 2013, beginning at 6:34 p.m. Park Board President Doug Stark called the meeting to order.

**Members Responding to Roll Call**

Members present for roll call include: President Doug Stark, Alderman Homer Dunsworth, Member Casey King, Member Mike Hedrick, and Member Boyd. Director Musteen was also present. Member McCrea joined the meeting via conference call.

**Consideration of Agenda and Minutes**

The minutes of the June 10 2013, regular meeting, June 24, 2013, work session with Land3 Studios, and the July 29, 2013, budget work session were read and reviewed. There were no minutes from the July regular meeting as there was not a quorum and, therefore, no meeting for minutes. A motion was made by Member Boyd to accept the minutes. It was seconded by Member Dunsworth and approved by a 5-0 voice vote.

**Subcommittee Reports**

President Stark requested clarification on the community outreach portion of the agenda. Director Musteen explained that the committee is to help raise funds for parks and recreation programs. Discussion was tabled until next meeting.

President Stark indicated that we need to decide as a group whether we want to continue to do the Tractor Pull. Member Dunsworth explained that there is a budget line item for the tractor pull and the city would like to know if it should be left in the budget or instead allocated toward recreation programs. President Stark believes it should be left in the budget for now because it is neutral as an expense and revenue. We can decide at a later date if we don't want to do the tractor pull. The Park Board will support the decision of President Stark as to whether the City continues to do the tractor pull in future years. President Stark is going to check with the tractor pullers to see if we can move it to a later date in the year to avoid rain issues. He would like to postpone the decision for further discussions with tractor pullers.

**Old Business**

**A. Tree City USA/Tree Board**

Director Musteen provided an update on the steps for getting Tree City USA and the need to establish a Tree Board. We have one resident to be part of the Tree Board, but need Park Board Members to be part of the Board. We need 2 residents and 3

Park Board members. We have not applied yet because we need to have all of the components in place before we can apply. The Tree Board is a critical piece to meeting the requirements. Members Boyd and King volunteered to be part of the Tree Board. Director Musteen will contact Andrew Boston to ask if he will volunteer for the Tree Board. If not, President Stark will volunteer.

## **B. 2013/2014 Budget**

President Stark asked for clarification that the numbers are what was discussed at the Park Board budget work session. He also asked for clarification of the general fund supplementation for the director position. Discussion ensued on the award the City received for the Police Department and whether monies previously allocated by the City to the police fund would be available for reallocation to other funds. Member Dunsworth agreed to ask the Board and City. Director Musteen clarified that money awarded to the City cannot be used for operating costs. President Stark would like for Director Musteen to ask the City as to whether any of the money previously allocated to the police fund can be reallocated to the Park fund.

President Stark is concerned that we are dipping into the reserve pretty deep. Member McCrea described that we discussed the pros and cons of dipping into the funds and our desire to get recreation to Peculiar and our ability to generate revenue in the future to build the fund back up. Director Musteen explained that the Lions Club has sponsored the volleyball season. President Stark also raised concerns about the upcoming debt services. Director Musteen explained that the City was able to refinance the debt to save the Park Board fund some money, and explained that the reasoning behind starting recreation programs now is so that in a couple of years we have a revenue source to begin paying the higher debt payment schedule.

Motion to recommend 2013-2014 budget as proposed to Board of Alderman made by Member Dunsworth, seconded by Member Boyd. No discussion. Motion passed with a 5-0 voice vote.

## **New Business**

### **A. Revenue Policy**

Director Musteen described the revenue policy that he would like to incorporate for setting the prices for recreation programs, obtaining sponsorships, how to issue refunds, etc. Director Musteen prepared one based upon what he used in Raymore and by reviewing other local municipalities as to what they are offering. President Stark made a motion to accept the revenue policy as written. Motion seconded by Member Dunsworth. Motion passed with a 5-0 voice vote.

## **Director's Report**

President Stark inquired as to how the sign-ups were going for the volleyball season. Director Musteen indicated that it is slow and we will probably share games with Pleasant Hill, Raymore, and other towns in the area. Director Musteen believes that once school starts we will be able to improve our advertising techniques to get better participation rates for other recreation programs. Discussed ensued about coordination with the school district and Director Musteen reported that arrangements have been confirmed.

Director Musteen reported that he is drafting a vision plan to share with the Board that will give guidance as to where we want to go in the next five years; how we want to be perceived in the public; our goals; our plans; and the type of programs we want to do. The Park Board will review and provide direction to finalize the plan.

As it relates to Raisbeck Renovation, Land 3 is wrapping up the survey. They are also preparing specifications for grading and seeding. We looked at the budget and procurement policy and we will need to advertise it for 10 days and select the best company to do the work. Director Musteen believes that it will be out in the next 5-6 days. Director Musteen does not believe there are any major set-backs even though we anticipated the survey being done a little sooner. Director Musteen acknowledged that Land3 is aware of our timeline and the need to ensure the grass seed is planted this fall to allow for soccer next spring. President Stark clarified again that it is important for Land3 to understand our priorities and we need them to be on the same page. Member McCrea asked for clarification as to whether we are under a contract with Land3 so we can enforce a timeline with them. Director Musteen provided clarification that the Board of Alderman did enter into a contract with Land3.

For McKernan Park, President Stark asked for clarification on the budget line item on the McKernan sidewalk. Director Musteen clarified that it was a feel good project to ensure that the shelter is available by wheelchair. Discussion ensued about the possibility of using volunteers to lay the sidewalk with the Park fund providing the funds for the supplies.

Director Musteen is reviewing a book of different federal grants to support some of our park initiatives and explained how grants are usually issued for projects. As it relates to the grant for the walking trail at Raisbeck, it appears that we passed the states approval process and continue to wait on the federal approval process to see if the grant will be awarded to us.

President Stark raised concerns with a high level of vandalism at the Parks. Member McCrea inquires as to whether the money awarded to the Police Department could be used towards security cameras at the Parks to help with any vandalism issues. Director Musteen indicated that he has raised the issue with the police chief to see what can be done.

President Stark raised concerns about the bridge at McKernan Park. Director Musteen indicated that he didn't have Excalibur fix the bridge, just the support part of the sidewalk. President Stark is concerned of a trip hazard. Director Musteen believes that Excalibur did what was asked of them to fix the part that was washing out. Discussion ensued on ensuring that the work conducted by Excalibur for these projects is to fix the problems and not just part of the problem. Director Musteen also clarified that the extra projects Excalibur is doing for the City is not charged to the Park fund.

### **Public Comments**

None.

### **Board Member Comments**

None.

### **Adjournment**

A motion was made by President Stark, seconded by Alderman Dunsworth, to adjourn the meeting at 7:38 p.m. The motion carried with a 5-0 voice vote.

These minutes were taken and transcribed by Member McCrea.

Approved: 9/17/13