



Park Board of Peculiar

Meeting Agenda – November 12, 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) Consideration of the Agenda & Minutes
- 5) Officer Elections
 - A) Park Board Chair
- 6) Subcommittee Reports
 - A) Special Events – Did not meet
 - B) Community Outreach – Did not meet
- 7) Old Business - None
- 8) New Business - None
- 9) Director's Report
- 10) Public Comments
- 11) Board Member Directives
- 12) Adjournment

**MEETING MINUTES
PARK BOARD
CITY OF PECULIAR, MISSOURI
October 28, 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, October 28, 2013, beginning at 6:30 P.M. Park Board President Doug Stark called the meeting to order.

Members Responding to Roll Call

Members present for the roll call include: President Doug Stark, Alderman Homer Dunsworth, Member Chris Green, Member Brian Boyd, Member Kelsie McCrea, and Member Kasey King. Director Musteen was also present.

Consideration of Agenda and Minutes

President Stark made a motion to accept the agenda with flexibility. Member McCrea seconded the motion and the motion carried with a 6-0 voice vote.

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

Officer Elections

Member McCrea nominates Doug Stark for Park Board Chair. Homer Dunsworth nominates Brian Boyd. Members McCrea and King vote for Doug Stark. Members Dunsworth and Green vote for Brian Boyd resulting in a tie. Chairman elections tabled until next month.

President Stark nominated Member McCrea as Park Board Vice-Chair. No other nominations presented so Member McCrea appointed as Park Board Vice-Chair. President Stark also nominated Member McCrea as secretary. No other nominations so Member McCrea appointed as Park Board Secretary as well.

Subcommittee Reports

- A. Special Events – None**
- B. Community Outreach – None**

Old Business

- A. None**

New Business

- A. Youth Basketball Report Item**

Director Musteen reported that the online payment option has been setup and is available. He sent out flyers regarding the upcoming basketball season to 4th through 8th graders in Peculiar schools. He also posted 10 yard signs around town and added an advertisement to the Peculiar newsletter and Facebook page. Practicing will begin in November.

B. Job Descriptions Report Item

Director Musteen reported on job descriptions that will be posted for the upcoming basketball season. President Stark inquired about the ability to create some positions within the city without having to hire individuals. Director Musteen reported that if park board wants to volunteer, that is fine, just need to do background check to fulfill school requirements. He usually looks to hire A+ students for these types of position. Director Musteen also reminded the Park Board that for most of our events the first year, we will not break even as we need to buy equipment. Once the league is established, Once the equipment and league is established is when you start covering other expenses such as staff. Member McCrea requested an opportunity to volunteer as a facility monitor to see the process in action. Director Musteen will let us know the nights of the practice and open up volunteers to the Board to help save on some staffing expenses.

C. KC Metro Parks & Recreation Director's Association Boards & Commissions Banquet

Director Musteen reported that the Board is invited the banquet to network with other Park & Recreation directors and boards. The Board elected to forego a table at the banquet this year as Park Board members are unable to attend.

D. 2012/2013 Year-End Project Report

Director Musteen provided a list reflecting the items he worked on over the last year. This list was prepared at the request of the Mayor and City Administrator.

Director's Report

Director Musteen reported that the response from FEMA was received on October 28, 2013. Based upon the response, the City can proceed with permitting and Land3 has agreed to provide the permit documentation by the end of the week. According to Director Musteen, bids will begin in about a week for the Raisbeck project.

Director Musteen also reported that no response has been received regarding the Land Water Conservation Fund grant because of the federal government shutdown. He anticipates that we are on target to receive the grant, but just need to wait for the official letter.

Land3 is putting together the drawing rendition of the Raisbeck Park project as we requested. We will post the drawing to the website and at the park to inform the citizens of the project. Director Musteen reported that the project will begin this winter and we will most likely not play Spring soccer unless we elect to erect temporary game fields. He also reported that he anticipates sharing games with other cities in the area, and some municipalities are interested in renting our fields. Director Musteen will continue to evaluate field rental charges so we are ready when the fields are ready.

As it relates to the Parks Report, Director Musteen reported that some minor damage was repaired at Mayor's Park. He also reported that he is looking into a grant to add another play feature at

McKernan Park. Member McCrea asked about the project to add a sidewalk to the McKernan shelter and Director Musteen reported that the work will be completed in the spring to help promote shelter rentals.

Public Comments

Officer Rick Clausing provided an update regarding the Charlie's Battle event at 66-acre park. He estimates over 400 man hours donated to help with the event and urges the Board to check out the 1 mile walking trail that has been added by the volunteers. He also reported that on the day of the event they will have a gun raffle, bands, food, and Santa Claus on site. Runners are able to sign up for the race on the day of the event and Monkey Printing will be onsite making t-shirts. This event will coincide with another event being put on by D-Pac in Peculiar. Officer Wallace is excited for the event and is in good spirits after his surgery.

Citizen Tony Wisyn, one of the original founding members of the Peculiar Park Board, attended the meeting to discuss the most recent article in the paper quoting Alderman Dunsworth that the Park Board should be disbanded. Ms. Wisyn relayed her concerns that she hopes that does not happen because the City and the Park Board has always worked hard to provide parks for the City. She recounted her memories of getting the sales tax passed and all the work the Board did to add parks throughout the city. She urged us to stick together and work hard to make things happen for the City of Peculiar. President Stark thanks Ms. Wisyn for her service and relayed that he was disturbed by the newspaper article as well.

Board Member Comments

Member Boyd commented that the volleyball season was a success. His wife coached and his daughter was on the team and the team grew and looks forward to next year. He commended Director Musteen for all of his hard work in getting the first volleyball season up and running.

Member Green did not have any comments but relayed that he is the maintenance supervisor at Meadowview Estates.

Member McCrea had no comments.

Member King indicated that he will ask local business for money to support the basketball season to help offset the balance of losing money this year. Director Musteen reported that the Lions Club has already donated money that went towards volleyball and the remaining will be used for basketball. Member McCrea requested an end of activity report to determine overall costs when an event is over and Director Musteen agreed to provide a report after each season. Member Boyd requested that we use Shull Elementary for the basketball season if at all possible.

Alderman Dunsworth reported that the city located additional funding through a transportation tax that will cover the additional cost of the director salary originally covered by the general funds budget. He reiterated that importance to maintain an attitude where we cover our costs for the activities we offer to the citizens, but still make it affordable for participation.

President Stark commented that he is disturbed by board member comments that the Park Board should be eliminated. He relayed that even though we may not see eye-to-eye at all times we all have the same intention at heart for the betterment of parks in the City of Peculiar. President Stark also

related that he believes we have function better as a board over the past year with Nathan on board than we have in the past three to four years.

Discussion ensued about board member actions and meetings over the past year. Alderman Dunsworth stated that he believes the Park Board is fractured and needs change at the helm. Member King commented that he does not believe that the Park Board was fractured until after the actions of Alderman Dunsworth over the past several months. President Stark reiterated that the Board has worked with Nathan over the last year and agreed to just about everything Nathan has asked for. Director Musteen agreed with that assessment but also reported that he felt reprimanded by the Board over the RFQ process and now feels as if he is being blamed for the timing issues with getting the fields prepared for soccer next spring. Further discussion ensued and Member McCrea asked Director Musteen for his recommendations on what the board can do differently to work more cohesively with him and as a board. Director Musteen reported that he feels as if many items that he brings to the board are really staff issues that he can handle without bringing it to the Park Board. Member McCrea reiterated that it is helpful to hear about work Nathan is doing to provide additional input or volunteer assistance to Director Musteen. Member King suggested that Director Musteen move forward with the items that he believes are staff issues and continue to report on them so the Board is aware, but they do not need to be raised as items for the Board's consideration. Director Musteen agreed and asked the Park Board to bring up any assignments, questions and/or concerns during the Board Member Comment portion of our meetings so that all members here the request at the same time.

Adjournment

A motion was made by Member Boyd, seconded by Member King, to adjourn the meeting. The motion carried with a 6-0 voice vote at 8:54 p.m.

These minutes were taken and transcribed by Member McCrea.

Approved:

Peculiar Parks & Recreation

DIRECTOR'S REPORT



Prepared by: Nathan Musteen
 Month/Year: November 2013

ADMINISTRATIVE PROJECTS

- Online registration using credit cards for all recreation programs is now available.
- Basketball Registrations have finished. We have
 - 1 – 4th/5th Boys Team
 - 1 – 4th/5th Girls Team
 - 1 – 7th-8th Boys Team

Coaches meeting and league practices will begin in the next couple of weeks. Games will be shared with Raymore, Belton, Pleasant Hill and Harrisonville as needed.
- Charlie's Battle 6.6 race was held on Saturday, November 9th.
- Staff has been working with the City Administrator on developing a new City of Peculiar Logo
- Staff and the City Clerk have been working on obtaining the right-of-way for a future rail-trail that will extend beyond the current proposed Eagle Scout Project.
- Staff and the maintenance contractor, Excalibur, has begun additional cleaning of the wooded areas at Raisbeck Park in preparation for our future walking trail
- Plans for a gravel parking lot and the 66 Acre Park trail provided by HERTT (Heartland Emergency Response Training Team) will begin in December for public use.
- Staff and a panel of city workers have been planning the Mayor's tree lighting event for December 7th

RAISBECK RENOVATION PROGRESS

PROJECT	SUMMARY	STARTED	STATUS	FINISHED
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
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	June
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
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	June 24
Topographic	Land3 Studios began preliminary work on Phase	July	complete	

Peculiar Parks & Recreation

DIRECTOR'S REPORT



Survey	1 of Erosion Control, Grading & Grassing – a topographic survey conducted in July.		
Permits	Staff and Land3 met with the City Engineer and began the permit process for land alteration in a flood plain.	August	Delayed
	The Floodway “No rise certificate” has been granted and the MDNR Land Disturbance Permit has been applied for.	October	ongoing

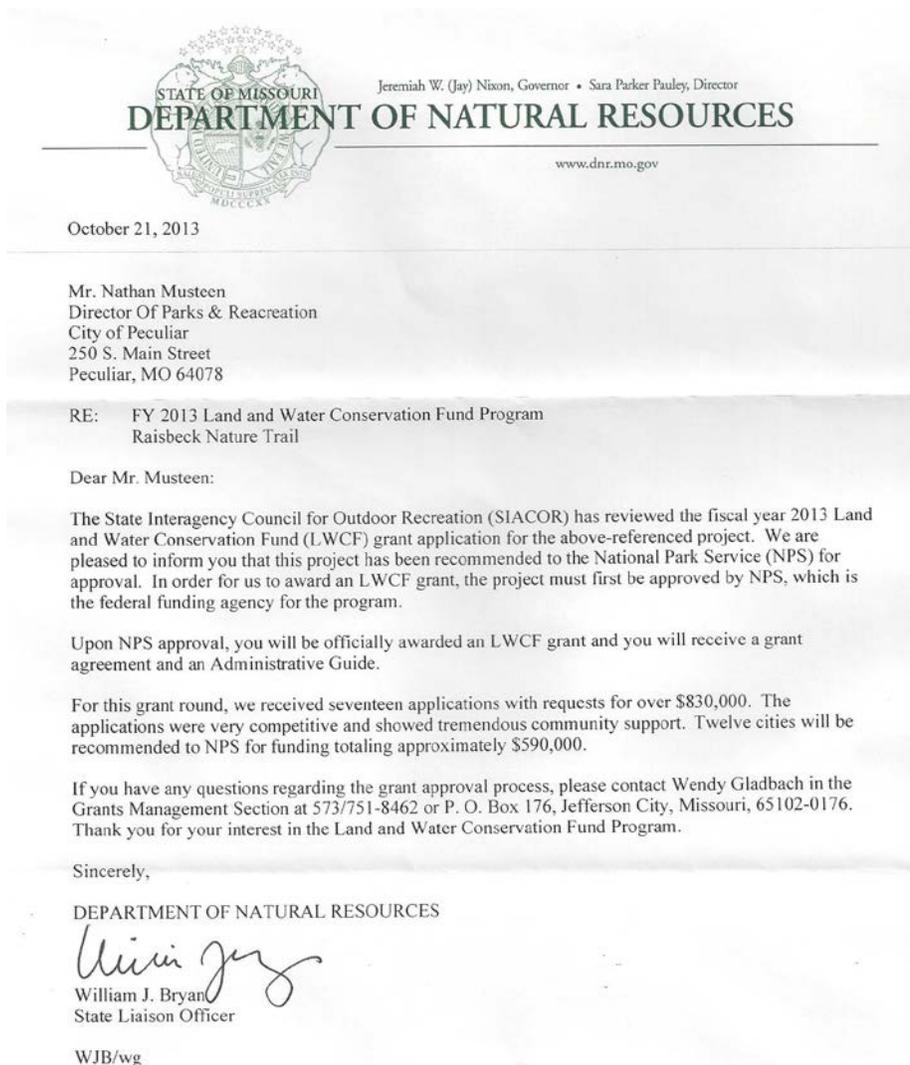
Raisbeck Renovation:

Now that we have the Floodway “No rise certificate” as required by our Floodplain Development Permit application, the engineer can now submit our Floodplain Development Permit application with the bidding plans and specifications, and submit to the MDNR the Land Disturbance Permit.

Regarding schedule: Phase I (grading & grassing) bidding documents on the street for advertisement and bid in Dec/Jan 2014 respectively so that construction can occur in Spring as weather allows.

The LWCF Grant

I received the following letter from the Department of Natural Resources:



Peculiar Parks & Recreation

DIRECTOR'S REPORT



PARKS REPORT

October Park Reports:

Peace Park:

- Park being mowed regularly

Mayor's Park:

- Park being mowed regularly

Raisbeck Park:

- Park being mowed regularly

McKernan Park:

- Park being mowed regularly
- Restrooms cleaned regularly
- Sprayed weeds in the mulch beds
- Added more mulch to level off low areas

City Lake:

- Park being mowed regularly
- Cut weeds along shoreline in public use area

Shari Drive Park:

- Park being mowed regularly

66 Acre Park:

- Excalibur is volunteering their time and equipment for preparation of the upcoming special event at 66 Acre Park – work done thus far:
 - Trails are cleared, mowed, and wood chips have been laid down. Culvert installed in one area for better water flow.
 - Finish line slip in slide built.
 - Race borders Installed for Charlie's Battle.
 - Parking area mowed.
 - Trash cans and picnic tables donated by the Parks department are in place.
 - Delivered trailer to be used as stage for band