



# Park Board of Peculiar

Meeting Agenda – August 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) Subcommittee Reports
  - A) Special Events – Did not meet
  - B) Community Outreach – Schedule meeting for September
- 6) Old Business
  - A) Tree City USA / Tree Board
  - B) 2013/2014 Budget
- 7) New Business
  - A) Revenue Policy
- 8) Director's Report
- 9) Public Comments
- 10) Board Member Comments
- 11) Adjournment

# Peculiar Parks & Recreation

## MEMORANDUM

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**To:** Park Board  
**From:** Nathan Musteen  
**Date:** August 2013  
**Subject:** Meeting Minutes

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### GENERAL INFORMATION

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Park Board Member McCrea has been unable to provide the minutes due to heavy travel for her work. Director Musteen will provide the minutes for the Regular June Meeting and the June Work Session via email to all members of the board over the weekend.

There are no official minutes from the July meeting.

The budget work session minutes from July 29<sup>th</sup> are attached.

We apologize for the inconvenience.



Nathan Musteen, CPRP  
Director of Parks & Recreation  
City of Peculiar, Missouri  
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A good man leaveth an inheritance to his children's children...

**MEETING MINUTES - PARK BOARD  
CITY OF PECULIAR, MISSOURI  
July 29, 2013**

A work session of the Park Board of the City of Peculiar, Missouri was held in the Council Chambers of City Hall on Monday, July 29, 2013, beginning at 6:04 P.M. Park Board Vice-President Kelsie McCrea, called the meeting to order.

**Members Responding to Roll Call**

Members present for roll call include: Alderman Homer Dunsworth, Member Kelsie McCrea, Member Mike Hedrick, Member Andrew Boston, and Member Bryan Boyd. Park Director Nathan Musteen, City Administrator Brad Ratliff and Trudy Prickett, City Office Manager, were also present.

**Budget Preparation Minutes**

Director Musteen provided an overview of the packet provided to the Board members, including the current Mission and explained that he prepared the draft budget to reflect both the mission and the goals of the Park & Recreation Department.

City Administrator Ratliff explains to the Board why he believes people move to Peculiar: education, safety and quality of life. Quality of life is where the Park & Recreation Department fits in. He also relayed the Mayor's goal to have recreational activities in the community by April 2014.

As it relates to the budget, Mr. Ratliff explained that the City gave \$18,000 to the Park Board to create the Park & Recreation Director position. He believes that it is important for the Board to make decisions quickly to get programs up and running. These programs will eventually support the Director position. Mr. Ratliff indicated that he plans on recommending to the Board of Alderman that the \$18,000 remain in effect for next year and that it not hit the Park Board budget as we try to get programs implemented throughout the city.

Mr. Ratliff this discussed various pieces of the budget and what the line items mean such as accounting and legal services and administrative building costs. He also acknowledged the big ticket items on the Park Board's budget of Park Maintenance and Mowing, and acknowledged the anxiety some members have around this cost. Mr. Ratliff believes that at this time privatizing this work is the best for the City and the Park Board and perhaps as we continue to grow there will be opportunities to bring the work back to the City. Director Musteen reiterated that he is very pleased with the work Excalibur has been providing the city since he started in 2012.

Mr. Ratliff then went on to explain the audit process and discussion ensued regarding the Park Board's bond payment requirements, and acknowledged that the principal payments will increase more than 50% in six years. The Board and staff discussed the need to prepare a five year plan to work toward to increase Park & Recreation revenues to cover the increased principal payment. Director Musteen indicated that he would like for the Park Board to provide direction on what his priorities should be so the budget can reflect those priorities.

The Board reviewed the line items and recognized that it is very tight with little wiggle room. In fact, to bring recreation into Peculiar the Board will need to utilize some of its reserve funds. The Board did not factor in any sponsorship or grants in the budget process so as to not rely on them. If they become available, the budget will improve tremendously. The Board recognized the need to focus its Community Outreach efforts to ensure sponsorships and grants are obtained as much as possible for programs in the community.

Director Musteen also inquired as to the Board's stance on recreation programs versus special events. He would like for us to prioritize our goals based upon those that will most likely bring in revenue quickly. The Board agreed that recreation programs appear to bring in more revenue as well as more traffic to the community which helps increase sales tax. The Board does not believe that a fishing derby is something that Director Musteen should focus his time on and also agreed that any 5K should be postponed until after renovations at Raisbeck have been completed. Director Musteen will follow-up with President Stark to determine whether we should continue to include the Tractor Pull in the budget for 2014.

Director Musteen relayed to the group that Volleyball will be offered to girls this fall and basketball will be offered in the winter. The Park Board agreed with the funds that Director Musteen requested to begin these programs. Based upon the direction the Park Board agreed to pursue through the Parks & Recreation department, Mr. Ratliff asked the Board to acknowledge the understanding that approximately \$80,000 will be removed from the Park fund to support the start-up of recreation in Peculiar. The Board acknowledged and agreed with this assessment.

Director Musteen then walked through the other Park improvements he recommends such as the addition of an ADA compliant sidewalk at McKernan Park and improvements to City Lake's water access which is currently broken leaving no water capabilities at the shelter. The Board agreed with these improvements.

City Office Manager Trudy Prickett will take the changes discussed during the work session and update the line item budget to present at the August 12, 2013, Park Board meeting. Upon the Board's approval at that meeting, the budget will be added to the next Board of Alderman agenda.

The Board then discussed the renovation project at Raisbeck and Director Musteen provided an update on the work being conducted by Land3. Currently they are focused on getting the fields done and Director Musteen will ask them to hold off on any work regarding irrigation. Alderman Dunsworth agreed to contact a community member so that we can get a better understanding of the current water set up at Raisbeck.

Member McCrea made a motion to adjourn at 8:05 p.m. Member Dunsworth seconded the motion. The motion carried with a 5-0 voice vote.

These minutes were taken and transcribed by Member McCrea.

Approved:



# Peculiar Parks & Recreation

## MEMORANDUM

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**To:** Park Board  
**From:** Nathan Musteen  
**Date:** August 12, 2013  
**Agenda Item:** 6-A  
**Subject:** Tree City USA

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### BACKGROUND

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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.

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

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

June - Staff presented the Tree City USA program with the proposed tree maintenance code to the Board of Alderman on June 3<sup>rd</sup>. The concept of becoming a Tree City USA was well received.

June 17<sup>th</sup>, the tree maintenance code went to the Board of Alderman for the 1<sup>st</sup> reading.

July – On July 1<sup>st</sup>, the Peculiar BOA passed the second reading of the Peculiar Tree Maintenance Code by ordinance.

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### REVIEW

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With the inception of the Peculiar Tree Maintenance Code:

- The Peculiar Park Board will establish a Sub-committee of the Board titled “Tree Board”. The Tree board sub-committee will have no more than 3 current members of the Park Board as active members and at least 2 additional Peculiar residents appointed by the Mayor.
- The City of Peculiar now has established guidelines by which all publically owned trees will be maintained, planted and cared for.
- Three of the 4 Core standards for becoming a Tree City USA are now in place or completed for the year.
  1. A Tree Board or Department
  2. A Tree Care Ordinance
  3. An Arbor Day Observance and Proclamation

The 4<sup>th</sup> Standard is a Community Forestry Program With an Annual Budget of at Least \$2 Per Capita, staff will be accumulating dollar amounts and possible expenditures that will count towards the \$2 per capita requirement.

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### ACTION ITEM

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Staff requests that no more than 3 (three) members of the Park Board volunteer to be on the Tree Board Sub-Committee.



# Peculiar Parks & Recreation

## MEMORANDUM

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**To:** Park Board  
**From:** Nathan Musteen  
**Date:** August 12, 2013  
**Agenda Item:** 6-B  
**Subject:** Budget Preparation

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### BACKGROUND

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On July 29<sup>th</sup>, the Park Board met to discuss the Park Fund balance allocations in preparation for the 2013/2014 Budget.

#### Key Points:

- Top Priority is to focus on implementing recreation programs
  - Place special events on a 2 to 5 year implementation plan once recreation programs are established
  - Board Member Stark to determine the future of the Tractor Pull, Park Board members will support his decision
  - Reprioritize the phase segments of the Raisbeck Park Renovation
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### BUDGET LINE ITEM REVIEW

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#### As discussed in the work session on July 29<sup>th</sup>:

##### Recreation Programs:

Program Revenue & Expenses will be budgeted as direct costs of the program.

Program tools & equipment will be supplemented by the Fund Balance to help implement programs

Recreation Program Revenue	(Volleyball, Soccer, Basketball)	\$17,868.00
Recreation Program Expenses	(Volleyball, Soccer, Basketball)	\$17,900.00

##### Concessions:

Concessions Revenue & Expenses will be budgeted as direct costs. Food, beverages, payroll, etc...

Concessions equipment will be supplemented by the Fund Balance. Microwave, hot dog warmer, etc...

Concessions Revenue	\$6,500.00
Concessions Expenses	\$5,850.00

##### Capital Purchases: supplemented by the Fund Balance

The following is a list of prioritized expenses as discussed by the board and listed as a total sum in line item 8940

##### **No Particular Order:**

Recreation Program Tools & Equipment	(sports equipment, tools & supplies)	\$4,614.00
Concessions Equipment & Supplies		\$2,410.00
McKernan Sidewalk		\$2,800.00
City Lake Water Access		\$3,500.00
Soccer Field Equipment	(Nets, Goals, field accessories, etc...)	\$21,400.00
Raisbeck Walking Trail	(note: grant monies is listed in the revenue)	\$28,980.00
Raisbeck Renovation Phase 1	(Erosion Control, Grading, Grassing)	\$118,400.00

##### Special Events:

Tractor Pull Revenue	\$25,000.00
Tractor Pull Expenses	\$25,000.00
Arbor Day Expenses	\$100



# Peculiar Parks & Recreation

## MEMORANDUM

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### Raisbeck Renovation:

Discussion of the renovation of Raisbeck Park and the priority of the phases –

Phase 1: Erosion Control, Grading, Grassing

Phase 2: Renovate the Raisbeck Barn into Concessions/Bathrooms and converting the current concessions building into a picnic shelter

Phase 3: Expand and gravel the parking

Phase 4: Irrigation

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### **ACTION ITEM**

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Make a motion and vote to recommend the budget to the Board of Alderman for the 2013/2014 Fiscal Year

CITY OF PECULIAR

		Park Fund	2012-2013 Budget	Amended Budget	2013-2014 Est.		
		<b>Revenues</b>					
	4015	Park Carry-over	30,000.00	30,000.00			
20-00	4020	Sales Tax	150,000.00	140,000.00	135,000.00		
	4230	Building Permits	1,000.00	1,000.00	600.00		
	4240	Boating permits	100.00	100.00	100.00		
	4600	Investment Income	2,000.00	2,000.00	1,000.00		
	4810	Special events	25,000.00	25,000.00	25,000.00		
	4920	Recreation programs	7,000.00	7,000.00	17,868.00		
	4922	Donations & Scholarships	500.00	500.00	1,000.00		
	4923	Concessions	1,000.00	1,000.00	6,500.00		
	4924	Shelter rental	300.00	300.00	600.00		
		Other Permits	-	0.00	13,041.00		
		<b>Total Revenues</b>	<b>216,900.00</b>	<b>206,900.00</b>	<b>200,709.00</b>		
		<b>Expenditures</b>					
20-20	5100	Salaries & Wages	50,000.00	50,000.00	34,000.00	\$18,000 from General Fund	
	5200	Payroll taxes	3,500.00	3,500.00	4,100.00		
	5210	Benefits	6,000.00	9,500.00	13,000.00		
	5220	Worker's compensation	2,500.00	2,500.00	500.00		
	5320	Employee testing	-	0.00			
	5400	Office Expense	1,000.00	4,000.00	250.00		
	5410	Dues & subscriptions	650.00	650.00	750.00		
	5600	Audit	1,000.00	1,000.00			
	5610	Accounting	3,000.00	3,000.00	2,500.00		
	5620	Legal Services	3,000.00	3,000.00	3,000.00		
	5675	Insurance	-	0.00			
	5715	Contractual payroll	-	0.00			
	5800	IT Maintenance	1,000.00	1,000.00	1,000.00		
	6130	Supplies	-	0.00	300.00		
	6150	Administrative building	-	0.00	2,000.00		
	6200	Vehicle Insurance	-	0.00	300.00		
	6210	Equipment/Vehicle Maint.	1,000.00	1,000.00	500.00		
	6220	Fuel and oil	500.00	500.00	500.00		
	7000	Park Maintenance	30,000.00	30,000.00	30,000.00		
	7010	Mowing/Landscape	28,000.00	28,000.00	28,000.00		
	7030	Utilities	2,000.00	3,500.00	2,000.00		
	7250	Restroom	3,500.00	3,500.00	3,500.00		
	8040	Capital Purchases	-	0.00	177,490.00		
	9010	Debt Service	29,000.00	29,000.00	28,275.00		
	9500	Special events	25,000.00	25,000.00	26,000.00		
	9510	Concessions	500.00	500.00	5,850.00		
	9512	Recreation program tools & equip	1,000.00	1,000.00	4,614.00		
	9513	Staff uniforms	200.00	200.00	75.00		
	9515	Educational training	1,800.00	1,800.00	2,500.00		
	9519	Recreational program expenses	1,000.00	1,000.00	17,900.00		
		Contracted Services	-	0.00			
			-	0.00			
		<b>Total Expenditures</b>	<b>195,150.00</b>	<b>203,150.00</b>	<b>388,904.00</b>		
		<b>Revenue Over (Under) Expenditures</b>	<b>21,750.00</b>	<b>3,750.00</b>	<b>(188,195.00)</b>		
		Beginning Fund Balance	335,132.00		301,674.30	as of August 2013	
		Ending Fund Balance	356,882.00		113,479.30		



# Peculiar Parks & Recreation

## MEMORANDUM

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**To:** Park Board  
**From:** Nathan Musteen  
**Date:** August 12, 2013  
**Agenda Item:** 7-A  
**Subject:** Revenue Policy

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### GENERAL INFORMATION

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Staff has drafted a Revenue Policy to help guide the Parks & Recreation department in establishing a set of fees and/or charges that are fair and equitable for the use of facilities, programs, and services offered by the Department.

This revenue policy more clearly defines cost recovery expectations for staff. As well, the document also sets in writing the customer service policies related to program and rental transactions.

The attached Revenue Policy is based on policies of surrounding communities and fits the need in which the City of Peculiar would provide recreational opportunities.

Based on the attached Revenue Policy, additional policies that will help govern individual components of the Revenue document will need to be established in the coming months:

- Partnership Policy (sponsorship & donations)
- Scholarship Policy (financial hardship cases)
- Refund Policy

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### BUDGETARY IMPACTS

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None at this time – future impacts will pertain to how fees and charges are calculated.

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### ACTION ITEMS

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- Discuss, review and make any necessary changes.
- Make motion and pass the policy with all updates and changes as needed.



## PECULIAR PARKS AND RECREATION

### REVENUE POLICY

Location:  
Agency:

Cass County, Missouri,  
Peculiar Parks and Recreation Department

#### I. STATEMENT OF NEED

The Peculiar Parks and Recreation Board (“Board”) recognizes that the Peculiar Parks and Recreation Department (“Department”) cannot operate its programs and services on tax subsidy alone. The Board recognizes the need to establish a set of fees and/or charges that are fair and equitable for the use of facilities, programs, and services offered by the Department.

#### II. AUTHORITY AND RESPONSIBILITY

The Peculiar Park Board carries the primary responsibility to recommend policies to govern the operation and programs of the Parks and Recreation Department, assist in planning activities and events, and give guidance for expansion of parks and recreation facilities.

#### III. STATEMENT OF PHILOSOPHY

The philosophy of the Board is that the Department has a responsibility to offer diversified recreational services, ensuring that all citizens have equal opportunity and participation. However, since the demand upon the Department to provide services and programs is greater than the public’s ability to appropriate public funds to support that demand, it becomes necessary to charge fees and pursue other supplementary revenues and resources. Fees and charges will supplement ordinary revenue sources, not replace them, nor be used to diminish government’s responsibility to provide public open space and leisure opportunities. Rather, fees and charges will be viewed as a method to expand and to continue to provide basic services on an equitable basis.

#### IV. DEFINITIONS

##### A. REVENUE CLASSIFICATIONS

**Specialized Interest Programs:** Generally, this type of program has a limited enrollment to provide a high quality of instruction or experience to the individual. The benefits of a specialized interest program are received exclusively by the participant, which results in a relatively expensive program to operate. It is considered that this type or program offsets all direct and indirect costs, and in some cases, receives a return in revenue.

**Merit Programs:** Part of the benefits from merit programs are received by the individual and part are received by the public in general. Public agencies are able to furnish these programs in the quantity and quality demanded by the consuming public at a price the public is willing to pay. It is feasible and generally desirable to charge for these services, but only to the extent that individual users pay part of the cost.

**Service Programs:** In its pure form, this is equally available and beneficial to all citizens in our community. It is generally feasible only to charge a nominal or small fee for these programs, if any fee at all, since they include special event programs that are usually free to the public, but receive a small return in revenue through its concessions and/or rental operations.

## A. SERVICES

**Admissions/Drop-Ins:** Are described as charges to intra facility programs on a per visit basis. Entry and exits are normally controlled, and attendance is regulated.

**Facility Rentals:** Are fee payments made for the privilege of exclusive use of the facility. This fee gives the patron the right of enjoying all of the advantages derivable from the use of the facility without consuming, destroying or injuring it in any way.

**Sales/Rentals:** Are point-of-sale services like concessions and pro shops, and the rentals of merchandise, equipment, or other property. Objectives of sales/rentals may be:

- To provide needed supplies, which the visitor cannot obtain in the general park/facility.
- To provide sufficient revenue to cover cost of all operations and provide a profit, which will enable expansion of parks and recreation services.
- To provide rental equipment for the enjoyment of a recreation area which the visitor may not have provided for him/herself.
- To provide merchandise/rental equipment which adds to the visitor's enjoyment of the area.

## C. ALTERNATIVE REVENUE SOURCES

**Grants:** Revenue recovered for securing a grant or outside funding for facilities and programs. This includes federal, state and local grants as well as funding from various private sector organizations.

**Land Dedication Requirements/Park Impact Fees:** Are tools used by the City to recover the cost that development of new residential and commercial development bring by increasing park use and demand.

**Sponsorships:** Partnerships with various private sector organizations with the mutual benefit of co-marketing to offer programs and services to the public.

## V. FEES and CHARGES POLICY

### A. Recreation Programs and Special Events

It is the policy of the Board that recreation programs and special events shall recover their costs in a manner that is inversely proportional to their benefit to the general population. Toward that end, staff shall plan recreation programs and special events so that revenues collected recover costs in the following manner:

Special Interest Programs/Events:	125% direct cost recovery
Merit Programs/Events:	100% direct cost recovery
Service Programs/Events	40% direct cost recovery

Cost recovery need not be solely from registration or admission fees. Revenues credited toward the cost recovery may include fees and charges, sponsorships, partnerships, and grants.

### B. Resident/Non-resident Fees

Since most recreation programs shall be planned to recover costs, it is the policy of the Board that there shall be no cost differential between fees for residents versus fees for non-residents for such programs.

In order to give priority to residents for the use of park facilities, the policy of the Board is that there shall be a differential between fees charged to residents and non-residents for the rental of park shelters, fields, and other facilities. The residents shall receive a discount from the rental rate of at least \$10 per rental.

### **C. Scholarship Policy**

It is the philosophy of the Board that those children who desire to participate in a recreational youth sports league should not be denied that opportunity due to financial hardship. However, the Board also recognizes that the department's tax subsidy is limited and shall create a Scholarship policy in which to provide residents who require financial assistance an opportunity to play.

The scholarship program will not be advertised as an opportunity for registration, but rather an alternative to participants whose hardship requires them to check for a scholarship program offered by the city or not participate due to financial reasons.

- A limit shall be placed on the use of the scholarship dollars to \$100 per family per calendar year.
- The Scholarship Program is only valid for youth sports leagues.
- The Scholarship Form must be completed in its entirety to be eligible for approval.
- The Department will be required to keep a detailed log per family of the funds utilized towards the \$100 family limit

### **D. 100% Satisfaction Guarantee**

It is the philosophy of the Board that all programs and services offered by the Department must meet the expectations created by the program literature. Recognizing the importance of customer service, the Board authorizes the Director to offer a credit on account for fees paid by an unsatisfied customer where such an offer may improve the standing of the department in the customer's eyes and where the complaint is registered no later than five business days of the close of the program.

### **E. Late Registration Fees**

It is the case for many recreation programs that the planning of the program depends on the number of registrants at the time that the advertised registration period ends. Adding late registrations is often a cumbersome task and can cause disruptions or delays to others. The staff is authorized to charge late fees for registrations received after the enrollment deadline, provided that there is space available to accommodate the late registrant, in the amount of \$10 per registrant. Late fee charges must be advertised with the program's materials distributed through schools and in the seasonal Guide.

Staff has the authority to waive late registration fees if a situation arises in which a program needs more registrants and a waiver of late charges may encourage late signups.

Programs in which late fees may be used are youth and adult sports programs and leagues, youth camps, drama programs, and any other date sensitive programs created.

### **F. Refund Policy**

The policy of the Peculiar Parks and Recreation Board desires to maintain the highest level of customer service. When programs or reservations must be cancelled by the Department, the customer shall be made whole either through a transfer of registration/reservation or through a full refund. Full refunds may be issued at the customer's preference through the finance office or in credit on account.

Customers choosing to cancel their registrations may do so at any time during the program, but must deliver a written request for refund to the department either in person or via email.

Customers whose requests are received after a program has begun will be issued a credit on account on a pro-rated basis from the date of cancellation.

Any credit issued to account must be used within the 18 months from the date in which it was received.

#### **G. Employee Discounts**

Employees shall not receive a discount on programs and services for which residents are charged to participate except:

- non-resident staff shall receive the resident discounted rate if one is offered
- concessions (food and drink only) shall be discounted 50% for staff on duty

#### **H. Donation Policy**

The Board has received many wonderful donations from individuals and businesses in the past. The staff is encouraged to pursue partnerships with others that may result in the donation of supplies, labor, or property to benefit the park system. Donations which exceed \$2,000 in value shall be forwarded to the Board at a regular business meeting for formal consideration of acceptance.

#### **I. Special Interest Groups**

The residents of the City of Peculiar have benefitted from the not-for-profit organizations operating in the community. Partnering with these organizations can enhance their ability to provide services and programs to the community. The staff is encouraged to pursue partnerships with organizations whose missions are in alignment with the mission of the Board. Such relationships shall be documented with a user group agreement developed by staff and approved by the Board when those partnerships involve the use of park system property or staff assistance (time and materials).

Not-for-profit organizations may reserve a facility for a single date during non-peak rental time periods at no charge but with normal application process including the damage deposit requirement, if such deposit is applicable. (example: Home School Groups, Youth Athletic Leagues and Teams, Boy or Girl Scouts, etc) Non-peak rental time periods are: Monday through Thursday.

#### **J. Special Permits**

Whenever a park patron or organization brings in rental equipment to be set up on City-owned property, the City is exposed to the risk of liability if someone in the party or in the park is injured. In order to ensure that the City's risk of liability is minimized, patrons desiring to bring in inflatables, pony rides, or other services or equipment shall be required to obtain a permit. The permit requirements shall include a certificate of insurance listing the City as an additional insured.

The City is also at risk when the general public is invited to an event held by a private organization in a City park. In such cases, a special event permit may be required. The special event permit reserves the entire park for \$150/day. A certificate of insurance listing the City as an additional insured is required. Other event-specific requirements may be required to ensure the public health, safety, and welfare.

#### **K. Commercial Use of Public Property**

City Code Section 225.100 states: "No person shall expose or offer for sale any article or thing, nor shall he station or place any stand, cart or vehicle for the transportation or sale or display of any such article or thing. This Section shall not apply to duly licensed concessions acting by authority of the Park Board." However, special use permits may be issued based on regulations listed in Chapters 400 and 615 of the Peculiar Municipal Code.

Types of Special Use Permits which may be established:

- Film/Photography permit
- Recreation Program Instruction Agreement
  - (fitness class, sports camp/instruction, personal training, youth camps, etc.)
- Concessions Permit
- Vendor Permit

**VI. ANNUAL REVIEW**

The Board shall review this Revenue Policy annually and all fee schedules to ensure equitable services to the public. Fee schedules shall be submitted to the Board of Alderman annually within the budget preparation process.

Service/Program Options

Service/Program	Service	Merit	Special Interest	Admissions / Drop-ins	Facility Rentals
<b>Cost Recovery Requirement</b>	<b>40%</b>	<b>100%</b>	<b>125%</b>	<b>125%</b>	<b>100%</b>
<b>Leagues</b>					
Youth			X		
Adult			X		
Pre-Season Clinics			X		
<b>Camps</b>					
Sport Specialty			X		
<b>Pre-School</b>					
Fitness			X		
Sport Instruction			X		
<b>Special Events</b>					
5K Race	X				
Festivals	X				
July 4 <sup>th</sup>	X				
Tractor Pull	X				
Tree Lighting	X				
Fishing Derby	X				
<b>Other</b>					
<b>Rentals</b>					
Shelters					X
Sports Fields – Tourneys					X
Sports Fields – private/practice					X
Sports Fields – Coop Agrmt.					X
Special Event Permitting					X

# Peculiar Parks & Recreation

## DIRECTOR'S REPORT



Prepared by: Nathan Musteen  
 Month/Year: August 2013

### ADMINISTRATIVE PROJECTS

- June 29, a special meeting of the Park Board was held to discuss the 2013/2014 Budget
- Set up new [www.teamsideline.com/peculiar](http://www.teamsideline.com/peculiar) website
  - Includes online registration
  - Does not include online payment yet
- Open Fall 2013 volleyball for registration

Staff has been working on a 5 Year Vision Plan to present to the board in September 2014. This will be our plan and guide for the next 1-5 years.

### 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 Survey	Land3 Studios began preliminary work on Phase 1 of Erosion Control, Grading & Grassing	July	Almost complete	

#### Raisbeck Renovation:

Discussion on the renovation of Raisbeck Park and the priority of the phases was held on July 29<sup>th</sup>. Park Board discussed the re-alignment of the Phases to move irrigation back until further information on the required filtration system at the waste-water treatment plant is announced and the possibility of using that water source. In addition, with the information provided by Land3, the knowledge that adding irrigation after the fields are

# Peculiar Parks & Recreation

## DIRECTOR'S REPORT



prepared causes little to minimal disruption, the priority of getting fields, concessions and restrooms are immediate needs. The new phase order is as follows.

- Phase 1: Erosion Control, Grading, Grassing
- Phase 2: Renovate the Raisbeck Barn into Concessions/Bathrooms and converting the current concessions building into a picnic shelter
- Phase 3: Expand and gravel the parking
- Phase 4: Irrigation

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### PARKS REPORT

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#### July 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
- Recent vandalism in the restrooms over the last few weeks, no major damage.
- Removed the concrete from top side of the bridge repair, replaced with top soil and grass seed.
- Playground Project complete
  - Public Works delivered several loads of dirt to raise the playground bed.
  - Leveled out the ground in the bed.
  - Installed new brown mulch.
  - Reinstalled the old border temporarily until new plan is devised.

##### **City Lake:**

- Park being mowed regularly
- Parking lot/Shelter project is complete
  - Added several loads of millings to low spots in the drive
  - Securing the Railroad Tie boarder to create a curbed area in front of the Shelter
  - Installed fescue grass seed and grass is coming up nicely

##### **Shari Drive Park:**

- Park being mowed regularly

##### **66 Acre Park:**

- No New Reports