



Park Board of Peculiar

Meeting Agenda – September 17, 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
 - B) Park Board vice Chair
 - C) Secretary
- 6) Subcommittee Reports
 - A) Special Events
 - B) Community Outreach
- 7) Old Business
 - A) Tree Board
 - B) 2013/2014 Budget - report item
- 8) New Business
 - A) Charlie's Battle 6.6
- 9) Director's Report
- 10) Public Comments
- 11) Board Member Comments
- 12) Adjournment

Peculiar Parks & Recreation

MEMORANDUM



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

GENERAL INFORMATION

The minutes for the Regular August Meeting will be emailed to all members of the board in a separate email prior to the September meeting.

We apologize for the inconvenience.



Nathan Musteen, CPRP
Director of Parks & Recreation
City of Peculiar, Missouri
816-779-2225
nmusteen@cityofpeculiar.com

A good man leaveth an inheritance to his children's children...



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: September 17, 2013
Agenda Item: 6
Subject: Sub-Committee Reports

SPECIAL EVENTS

The Special Events Committee was established in January to assist Department Staff in organizing and planning special events hosted by the Peculiar Parks & Recreation Department.

Park Board Members McCrea, King and Stark volunteered to be on the committee.

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

Key Points during that meeting directly affects the status of the Special Events Committee:

- 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

The Special Events Committee has not met thus far and there is no real urgency of meeting based on the Board's decision to focus on Recreation Programs in the upcoming year.

Action Item: No action necessary for this committee

COMMUNITY OUTREACH

The Community Outreach Committee was established in January to assist Department Staff in soliciting and obtaining recreation program sponsorships as well as partnerships in the community. This committee will be vital in spreading the word in local businesses and organizations on upcoming programs and opportunities.

Park Board Members Stark and Hedrick volunteered to be on the committee.

With the start of recreation programs this fall, securing monetary donations to help offset expenses will be needed.

Action Item: This committee needs to set a date to meet and organize to determine the goals and needs of the recreation programs being implemented in the next fiscal year.



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: September 17, 2013
Agenda Item: 7-A
Subject: Tree Board

BACKGROUND

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 3rd. The concept of becoming a Tree City USA was well received.

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

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

August – (3) Three park board members volunteered for the available park board seats within the newly formed Tree Board and (1) one resident has volunteered.

Brian Boyd, park board
Kasey King, park board
Andrew Boston, park board
Joanna Erickson, resident

Mrs. Erickson will be officially appointed by the Mayor in an upcoming BOA Meeting

REVIEW

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 4th 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.



Peculiar Parks & Recreation

MEMORANDUM

- Staff will coordinate with the 4 new members to set a date for the inaugural meeting.
- Meeting reports will be given to the Board of Alderman and Park Board as needed.
- Initial functions and tasks of the board
 - Take on the Tree City USA Accreditation campaign and make application
 - Compile an “Official City of Peculiar Tree List” for recommended trees to incorporate in the Tree Maintenance Code and supply to the City Planner for future development. Will be based on Missouri Department of Conservation recommendations.

ACTION ITEM

No action necessary



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: September 16, 2013
Agenda Item: 7B
Subject: 2013 – 2014 Budget Report Item

BACKGROUND

On July 29th, 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

The proposed budget was voted unanimously for recommendation to the Board of Alderman.

1st reading of the budget by the BOA was on September 3rd.

2nd and final reading is Monday, September 16th for official adoption of the 2013/2014 Fiscal Budget.

Attached is the City Administrator's Budget memo and the Parks & Recreation Department Budget cover and official budget.

ACTION ITEM

No Action Necessary

City Administrator
Brad Ratliff



City Clerk
Nick Jacobs

City Attorney
Reid F. Holbrook

Business Office Manager
Trudy Prickett

City Engineer
Carl Brooks

Chief of Police
Harry Gurin

City Planner
Cliff McDonald

Parks Director
Nathan Musteen

Municipal Offices – 250 S. Main Street, Peculiar, MO 64078
Phone: 816.779.5212 Facsimile: 816.779.1004

September 12, 2013

The Honorable Mayor, Members of the Board of Alderman
and the Citizens of the City of Peculiar, Missouri

RE: 2013-2014 Fiscal Year Budget Message

The City of Peculiar continued to experience a healthy recovery during the 2012-13 budget years from the market crash and housing bubble burst of 2008-2009. Great strides were made in this past fiscal year to upgrade the City's facilities by purchasing the New City Hall and moving all the operations of City Hall and Public Works. It has been difficult, as any move would be, but staff stepped up to the challenge and things are running smoothly today. Big decisions were made by the Board of Alderman this past fiscal year in purchasing a new building for City Hall and signing the cost share agreement with MODOT for the 211th Interchange. Both decisions were difficult but will be enjoyed and seen as great moments in City history. This year is no different with big decisions ahead for the City Council. The enclosed City of Peculiar budget document and supporting information constitutes the City's recommended financial program for the Fiscal Year 2013-2014 starting October 1, 2013. We continued the efforts of improving the infrastructure of the City, as well as preparing for economic opportunity. This budget will be formally adopted by the Board of Alderman on September 16, 2013 and will establish the fiscal plan for the City's Fiscal Year October 1, 2013 to September 30, 2014. The budget provides for the policies and goals of the Board of Alderman as discussed in budget work sessions, previous work sessions and Board of Alderman meetings over this past fiscal year.

Budget Preparation began in June of 2013 by Administrative staff and the City's new CFO, Ben Hart with Allen, Gibbs & Houlik and will be adopted by the Board of Alderman on September 16, 2013. The City Administrative and Financial staff met regularly during the year to review the ongoing 2012-2013 budget expenditures compared to budget, progress toward achieving set revenue targets and accomplishments of the City's financial goals. Since 2008 the City has been on a financial goal of building rainy day cash reserve funds and building fund balance reserves. The building of these reserves was to put the City in a better position to fund operations in case of a disaster or financial downturns. The 2013-2014 Adopted Budget provides for a continuation of maintaining the reserve targets.

Budget Preparation Instructions were given to Departments Heads in July at the start of the budget planning process and were provided guidelines consistent with the adopted Financial Policies. Budget Expenditure Requests for 2013-2014 should not exceed 2012-13 budgeted amounts since the City is to absorb increased salaries for the Pay Performance Plan, benefits and set contractual services. Increases in the Waterworks fund are based on the approved direction of the Board of Alderman which will raise the water rate by \$1.50 on the front and back of the rate beginning October 1, 2013.

A narrative of activities, services or functions carried out by the organizational units was requested in the Budget Preparation Instructions. Budgets needed to be consistent with the overall community goals/initiatives set by the Mayor and Board of Alderman. The purpose of the linkage was to confirm departments and Alderman were on the same page with no conflicting objectives. Departments were asked to provide objectives or goals for specific units and programs; objectives and measures needed to be linked and outcome related. On August 19, 2013 staff presented the recommended budget to the Board of Alderman. The Board along with staff went through line item by line item on the same night that it was presented August 19, 2013. On September 3, 2013 the staff presented the budget again with changes made from the previous meeting. In this budget workshop the Board and the staff went through line item by line item. At the end of the September 3, 2013 meeting the Board directed staff to prepare the final budget for approval for September 16, 2013 meeting.

The Financial Summaries section of the Fiscal Year 2013-2014 Budget Book contains mission statements and goals on a department by department basis. Each department provided a mission statement, major accomplishments for the current year and goals and objectives for the 2013-2014 Fiscal year.

CURRENT FISCAL CONDITION

During 2012-13 the City maintained the overall financial reserves targeted and we grew the rainy day cash reserves in the General Fund by 15%. Sales tax collections slightly exceeded last year's collection and the pre-recession rates of 2007. Gas tax collected increased this past year as the result of the new 2010 census numbers which dictate the amount of distributed taxes to the City by the State. Business Licenses lag far behind the peak year of 2007 due to the construction levels not being close to the 2002-2006 housing boom years. Fines and Forfeitures (Court Revenue) seem to have held steady this past year based on the previous year but far lower than the peak 2007 and 2008 years. This past year the City was able to finally get the Equitable Sharing Funds for the old "Casstel investigation," which netted the City \$1.2 million this past fiscal year. As a result of the money being restricted to only Police type purchases, some things were purchased this past fiscal year for Police and much of it will be planned and spent for this next fiscal year. The County has changed their proposal for School Road again; so for this year and the next two years, we will not receive the \$50,000 per year road and bridge tax to aid them in paying for their portion of School Road. The original proposal allowed for those yearly taxes to come to the City, the County would still pay for 60% of the cost of the School Road project between 203rd and 211th Street and the City would pay 40%. Now the City will pay 60% and the County will pay 40% of the project. This will stretch the City very thin based on this new formula. This is a great concern to staff, as when planning out this project 3, now going on 4 years ago; we based all of our calculations on the original proposal from the County. We will be watching this project very closely.

STRATEGIC PLANNING

The City of Peculiar has been working on many large projects over the years that will forever change the landscape of the City. During the 2012-2013 fiscal year, the City received the largest amount of grant funds awarded to the City of Peculiar in its history, in the MODOT Cost Share Program. The City received \$8.1 Million from MODOT to fund 50% of the new Interchange at I-49 and 211th Street. Plans are being prepared by staff to meet the new economic opportunities for the new interchange. Here are a few tasks and goals for this next fiscal year:

New I-49 and 211th Street Interchange

1. Create a Commercial Improvement District around the new interchange that includes all areas of future retail and industry. This will give the City an opportunity to provide incentives and capture the dollars in that area to improve needed infrastructure.
2. Create an Economic Development Policy that will guide the City on all CIDs, NIDs and TIFs. This will ensure that all business can see what the City can offer as well as providing the City a reasonable guideline to work with all potential businesses locating within the City of Peculiar improvement districts.

3. Create a Certified Industrial Site location on the North West side of the City. This would be an area that we have identified through the comprehensive plan as potential locations for large manufactures to locate. Currently there are only 14 locations in the State of Missouri with this type of certification. This would put the City in a very prepared and leveraged position for potential industrial type of businesses locating here. It will also provide a great frame work for the City to use with potential retail companies.
4. Broadband in and around this area will be vital for any business locating within the City. It will be nice to have for the rest of our citizens which complain often about phone, cable and internet services in our community. For today's workforce, it is now a necessity, not a luxury, to have broadband accessibility. We will continue to explore opportunities for this to happen.
5. Additional transportation funding is still desired to aid the City in not having to issue all \$8 Million in voter approved GO bonds for the new interchange and street projects. The City will continue to seek funding through availabilities provided by MARC, TIGER funds and any other State or Federal funding opportunities.

The interchange is 18 months from this letter to construction. There is a lot to complete over this next fiscal year to be prepared for this great opportunity.

New Water Supply

As discussed in the current fiscal year and in previous years, the City needs to control its own connection to a water supply source. A water rate study was conducted in the fiscal year 2012-2013 on the City's waterworks system. The study reviewed what the City needs in rates to maintain the current system with no CIP, maintain the current system with CIP improvements and establish a new water connection source with CIP improvements. This was presented to the Board of Alderman and the Board directed staff to do the needed CIP improvements and to prepare to connect to Kansas City for a new water source. This will trigger three years of water rate increases to issue the needed bonds for improvements and connections to KC. The 2013-14 Fiscal year budget will issue a little over \$1 million in bonds to fund the identified CIP improvements. The City received an 85% grant to fund the engineering study, design estimates and drawings for the new connection to KC. The engineering will be scheduled for completion in the 2013-14 fiscal year.

Cost Shared Funds

As stated earlier, the award of \$1.2 million is the largest received for any State of Missouri agency. The Board has approved the first group of purchases for the Police Chief to procure for the Fiscal Year 2012-13. Staff is working hard to ensure that all funds are spent appropriately and wisely to ensure equipment and needs can be met in years to come. As you are aware, these funds come with 38 pages of rules and must be spent in 18 months. There will be about \$800,000 to obligate for funding for the Fiscal Year 2013-14. This is an enormous opportunity for the City Police Department to position itself as a premiere equipped department in the State of Missouri.

These three issues are the main strategic plans the City will be investing much of our time in. We of course have many other projects and goals for the 2013-14 Fiscal Year which you will see listed under the City Departments on the budget document. This will be a banner year for the City in preparing for the developments on our horizon. It is vital the Board of Alderman look forward in their thinking toward outlying years with their decisions in this next fiscal year.

SUMMARY OF THE FISCAL YEAR 2013-2014 BUDGET

Significant Budget Items and Trends

The City of Peculiar budget was presented to the Board of Alderman by Department and Fund with a break out of Fixed Personnel, Operational Cost and Capital Requests. A Funded 2013-2014 Capital Plan and A Five Year Capital Plan was presented for the Waterworks System and the Vehicle Replacement Program.

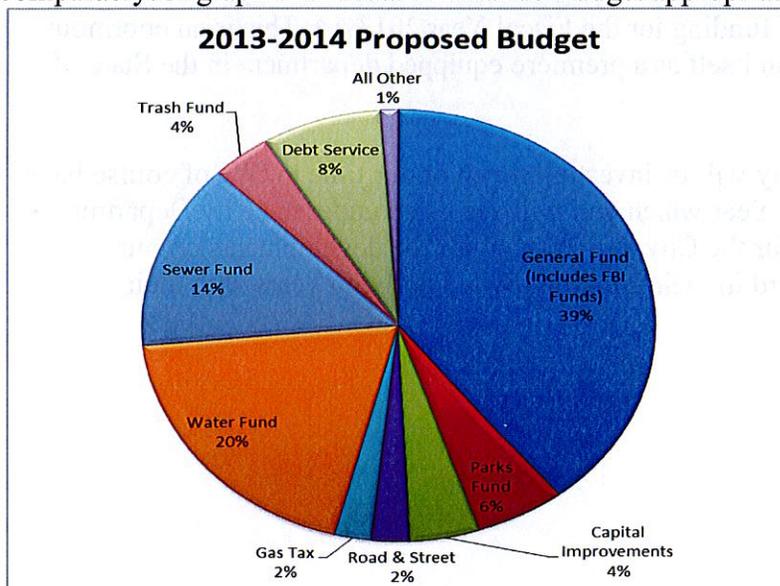
Employee pay adjustments – The financial impact for 2013 of the Pay Performance Plan adjustments will be fully annualized in the 2013-2014 budget. An audit of the percentage breakouts by fund for salaried employees was conducted by an outside consultant in 2013. The consultant ensured the break out by fund per employee was correct.

A summary of major changes for the adopted 2013-2014 budget is:

- ✓ Waterworks System will move forward with the needed CIP improvements and plans to connect to Kansas City within three years.
- ✓ Greatly increase the Economic Development budget to complete needed projects and programs around 211th Street and aid the Downtown Peculiar Arts and Cultural District.
 - Create an Economic Incentive Policy and contract with appropriate firms to facilitate it.
 - Create an Improvement District and contract appropriate firms for its creation.
 - Create a Certified Industrial Site and contract with appropriate consultant for its completion.
 - Seek finalization of Broadband initiative and contract with appropriate firms for final report.
- ✓ Expend the \$1.2 million received in Equitable Sharing Funds for the Police Department in a well thought out and service impacting way.
- ✓ Vehicle Replacement Program established to upgrade the Public Works fleet. The Public Works fleet is in dire condition and this past monster snow season almost put the fleet completely under. This program provides an opportunity to replace trucks and equipment on a 5 year schedule with minimal impacts to the City budget.

Fund Structure

The Adopted All Funds Budget for Fiscal Year 2013-2014 is \$7,012,748. This represents a net increase of 20% from the Amended Fiscal year 2012-2013 Budget of \$5,836,204. This increase is greatly skewed by the \$1.2 million in Equitable Sharing Funds (FBI Funds) that the City received for the Police Department. If you took the Federal Funds received out of the General Fund, there is only a .5% increase in expenditures to the budget comparably. A graph of the total All Funds Budget appropriated is as follows by percentages in the pie chart:



Basis of Budgeting

The City prepares its budget for all funds on the modified cash basis of accounting. This basis is consistent with the basis of accounting used in preparing and presenting the basic financial statements. All unexpended appropriations lapse at year end of the fiscal year.

Long-range Financial Planning

City Department heads were asked to create an out year budget plan along with their budget for the 2013-2014 fiscal year to identify future funding needs. Capital Outlays were requested for a five year period beginning with 2014. There is a very long list of unfunded Capital Outlay which department heads have developed. Over the 2013-2014 Fiscal year, they will develop a 5 year funded list based on direction of the Board of Alderman. This Capital Outlay Funded Five Year List will be presented to the Board for approval during the 2013-2014 fiscal year.

Capital Expenditures

Capital Outlay for equipment and vehicles was included in the Five Year Capital Outlay Plan beginning in the 2013-2014 Fiscal Year. This plan enables the City to replace worn out equipment and vehicles with less ongoing maintenance cost. Cost savings on maintenance of older vehicles and equipment as well as the sale of equipment and vehicles will offset some of the debt service expenses.

Conclusion

In conclusion, the programs outlined in the following pages of the budget document are attainable and reasonable. Sincere appreciation goes to all Department Heads, Business Office and CFO for their diligent efforts composing their departmental budget(s). As you can see by the budget before you, many hours of thought and care were put into it.

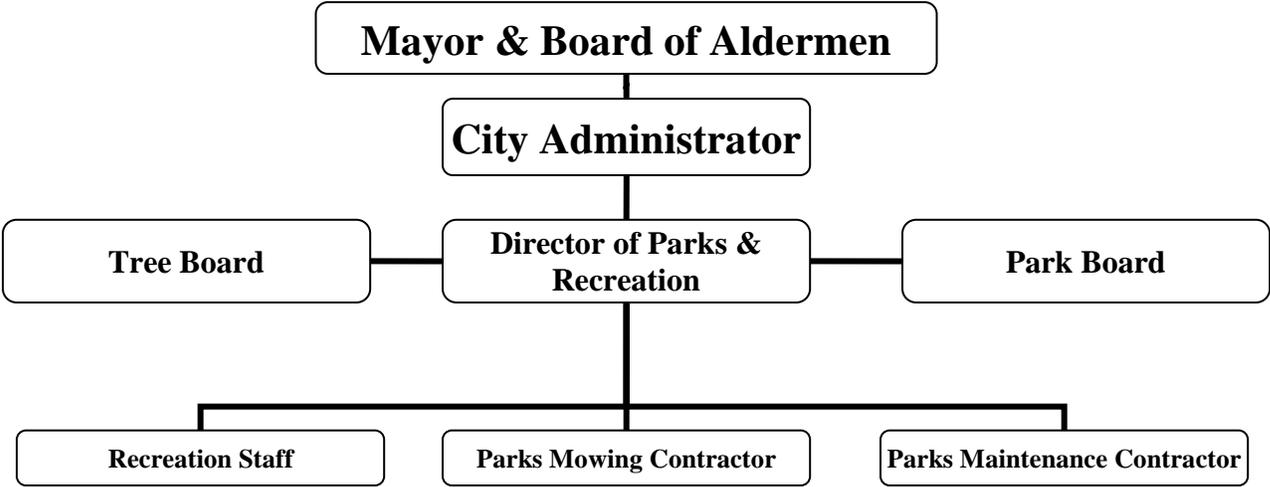
The budget continues to show the sound fiscal policy established by the Mayor and Board of Alderman. We also expect to maintain healthy fund balances in the General Fund and Enterprise Fund.

Respectfully Submitted,



Brad Ratliff
City Administrator

City of Peculiar Parks & Recreation Organizational Chart



City Administrator
Brad Ratliff

City Clerk
Nick Jacobs

City Attorney
Reid F. Holbrook

Business Office Manager
Trudy Prickett



City Engineer
Carl Brooks

Chief of Police
Harry Gurin

City Planner
Cliff McDonald

Parks Director
Nathan Musteen

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Phone: 816.779.5212 Facsimile: 816.779.1004



PECULIAR PARKS AND RECREATION MISSION STATEMENT

It is the Mission of the Peculiar Parks & Recreation Department to enhance the quality of life for all Peculiar residents by providing well-maintained parks, playgrounds & facilities, open space areas and trails; offering high-quality, diversified recreational programs, partnering and supporting other community groups. This mission is accomplished through dedicated leadership, a commitment to excellence, and sound management of natural, financial, and human resources.

ACHIEVEMENTS – 2012-2013

1. Hiring of a full-time Parks & Recreation Director.
2. Establishment of a Parks & Recreation Logo.
3. Began major renovation of Raisbeck Park, including: RFQ Process, Selection of a project engineer, Land3 Studios, Design and layout of athletic fields, Site plan, Beginning phases of park clean-up work, removal of old baseball diamond facilities, and tree/brush removal and chipping.
4. Applied for a Land Water Conservation Fund Grant to build a nature/walking trail around Raisbeck Park
5. Established a set of guidelines for future policies and standards to develop and implement
6. Established or revamped the following policies: Shelter Reservation, Eagle Scout/Community Service Projects, Boat Permits, Overnight Camping at City Lake, Revenue Policy.
7. Established a Tree Maintenance code, Tree Board and beginning phases of applying for the Tree City USA status.
8. Became an organizational member of the Missouri Parks & Recreation Association.
9. Started Youth Volleyball for girls in grades 4 – 8.
10. Implemented a Youth sports website with online registration.

GOALS - 2013-2014:

1. Implement a Youth Sports Recreational Program, including: Youth recreational Basketball for boys and girls in grades 4 – 8, Youth recreational Soccer for boys and girls ages 4 – 12
2. Complete the 1st phase of the Raisbeck Park Renovation.

3. Begin the 2nd phase of Raisbeck Park Renovation.
4. Implement the “Parks, Recreation and Trails – 5 Year Vision Plan”
5. Develop an inventory / asset control system using the city inventory software
6. Update chapter 125 & 225 of the Peculiar Municipal Code to reflect the recent changes in the Parks System
7. Development of a Park signage program
8. Development of a trails/sidewalk system or updated plan
9. Development of an internship program

**CITY OF PECULIAR
2013-2014 PROPOSED BUDGET**

20 PARK FUND	Account Number	2013-2014 Proposed Budget	2012-2013 Amended Budget	2012-2013 Current Budget	ACTUAL 9/30/12
Beginning Fund Balance		\$301,988	\$335,131	\$335,131	\$289,636
Revenues:				30,000	
Sales Tax	00-4020	135,000	143,000	140,000	150,652
Building-Zoning Permits	00-4230	600	360	1,000	600
Boating Permits	00-4240	100	77	100	62
Interest Income	00-4600	1,000	650	2,000	1,385
Special Events	00-4810	25,000	25,000	25,000	26,581
Recreation Programs	00-4920	17,868	620	7,000	0
Donations & Sponsorships	00-4922	1,000	0	500	0
Concessions	00-4923	6,500	0	1,000	0
Shelter Rental	00-4924	600	300	300	0
Other Permits		13,041		0	0
Recreation Fees		0		0	0
TOTAL REVENUES		200,709	170,007	176,900	179,280
PARK MONEY MKT		301,674			
PARK FUND	Account Number	2013-2014 Proposed Budget	2012-2013 Amended Budget	2012-2013 Current Budget	ACTUAL 9/30/12
Expenses:					
Salaries & Wages	20-5100	34,000	41,000	50,000	16,115
Payroll Taxes	20-5210	4,100	3,500	3,500	1,289
Benefits	20-5210	13,000	13,500	9,500	4,977
Workers Compensation	20-5220	500	30	2,500	0
Employee Testing	20-5320		300		
Office Supplies & Equipment	20-5410	250	2,500	4,000	563
Dues & Memberships	20-5410	750	1,000	650	0
Audit	20-5600	0	700	1,000	3,923
Accounting	20-5610	2,500	3,000	3,000	0
Legal	20-5620	3,000	3,000	3,000	6,246
Insurance	12-5675		500	0	0
Contractual Payroll	20-5715		100	0	1,192
IT Maintenance	20-5800	1,000	1,700	1,000	0
Supplies	20-6130	300	300	0	0
Admin Bldg Expense	20-6150	2,000	3,300	0	0
Vehicle Insurance	20-6200	300	300	0	2,391
Vehicle Maintenance	20-6210	500	500	1,000	371
Fuel & Oil	20-6260	500	500	500	0
Park Maintenance	20-7000	29,000	30,000	30,000	25,424
Mowing/Landscaping	20-7010	26,500	23,320	28,000	18,554
Utilities	20-7030	2,000	2,500	3,500	1,991
Restrooms	20-7250	3,500	3,500	3,500	1,665
Capital Purchases	20-8040	177,490	0	0	0
Debt Service	20-9010	25,000	29,000	29,000	28,387



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: September 17, 2013
Agenda Item: 8A
Subject: Charlie's Battle 6.6

BACKGROUND

H.E.R.T.T. (Heartland Emergency Response Training Team) currently assisted by Integrity Defense, LLC is proud to announce the "Charlie's Battle 6.6K @ 66 Acre park" to benefit one of our own in the fight against Esophageal Cancer.

"Charlie's Battle" is the self-named battle for our very own local Police Officer, Officer Charles "Chuck" Wallace who was recently diagnosed with Stage 3 Esophageal and Stomach Cancer.

Officer Wallace has been a Police officer with the City of Peculiar for two years and has been extremely passionate in protecting the citizens of the City of Peculiar and the integrity of the enforcement of city and state laws. Officer Wallace is a Public Servant, Father, Husband, and a Friend who is in need of our help.

H.E.R.T.T. is currently putting things in place to help Officer Wallace and his family as they get through this time of need as he fights a battle that is not with his hands, but with his heart and perseverance.

Representatives of H.E.R.T.T. will be present at the September meeting to discuss the upcoming event, present a hand-out and answer any questions the park board might have.

ACTION ITEM

Staff recommends the board give full support for this excellent event and wonderful opportunity for our community and park system.

Peculiar Parks & Recreation

DIRECTOR'S REPORT



Prepared by: Nathan Musteen
Month/Year: September 2013

THANK YOU & QUICK UPDATES

I would like to personally thank the Park Board for their thoughts and prayers during these past two weeks. Losing my father to a massive stroke un-expectantly was very difficult for me and my family. We appreciate the flexibility the city provided me and continues to provide as I deal with this difficult loss and the dealings of my father's estate in Arkansas.

Unfortunately, this major life event has put a couple of things behind in my professional career. Most notably is the vision plan I have been working on. I wanted to present the "5 Year Vision Plan" at the September meeting but was unable to finish the vision plan due to my time away. Instead of giving the board an unfinished document, I will table the Vision Plan until the October Meeting.

The next couple of weeks I will be working to catch-up on daily office duties and get back to a normal routine.

Sincerely,

Nathan

RIVER CONNECTIONS EVENT

The Parks & Recreation Department partnered with the SGRWA (South Grand River Watershed Alliance) to host an educational event next to the Grand River at Raisbeck Park. (see flyer).

The event has held on September 7th and unfortunately I was in Arkansas dealing with the death of my father. Major appreciation and kudos to Mike Johnson of Excalibur for covering my duties and making sure their event went well. (See correspondence below)

From: Doris Sherrick [mailto:djsheer@fairpoint.net]
Sent: Tuesday, September 10, 2013 2:58 PM
To: Nathan Musteen
Cc: Stephen VanRhein
Subject: Re: Storm Water and Arborous Day @ Raisbeck Park, and Mike Johnson's phone number
Importance: High

Nathan,

Absolutely no apologies! We were very shocked and saddened at the huge loss you and your family suffered and know the unexpected suddenness of it made it even more difficult to deal with.

We were only concerned when we couldn't contact you as it was such a departure from your usual promptness. Rest assured that your co-workers did a terrific job taking care of everything promptly. Mike Johnson did an outstanding job of making sure that everything was prepared as we discussed and made sure to be in contact with us and make himself available if we encountered any problems. We all very much appreciated everything he did and his willingness to be of help. The park looked terrific—I only wish more participants had shown up to enjoy it. However, I'm sure word will get around!

We, of course, are also very sorry that you and your family were not able to attend and do look forward to your and their participation in future events.

Our deepest condolences to you and your family.
Take care,

Peculiar Parks & Recreation

DIRECTOR'S REPORT



Doris

On Sep 10, 2013, at 2:42 PM, Nathan Musteen <NMusteen@cityofpeculiar.com> wrote:

Doris & Stephen –

I want to apologize for the lack of communication last week. As you've probably heard, my father who was visiting over the Labor Day weekend had a stroke and passed away last week. Needless to say, it's been a blur. I understand it was a little frustrating for you to not be able to get a hold of me and I'm truly sorry. I hope that my co-workers were able to assist you in what you needed and that our maintenance contractor, Mike Johnson, prepared the park to your specifications.

I'm most sorry that my family (wife and kids) and I were not able to attend. We were all looking forward to the event.

Sincerely,

Nathan



You and your family are invited to attend

River Connections

We've roasted a hog for you!!

Saturday, September 7

3 p.m. – 7 p.m.

Raisbeck Park, Peculiar, Missouri

Join us for an information-packed, fun-filled evening to connect with the River.

Events include:

- Activities to connect adults and children with the River
- Presenters with information to acquaint and involve you with the many features of watersheds
- Rain barrel workshop
- Rain garden workshop
- Planting native trees and shrubs along the river
- Awarding of door prizes to adults
- Prizes for all children
- Free native plant to each of the first 50 people to sign in

The first 100 people to RSVP will enjoy free roast hog, potato salad, cole slaw, baked beans, dessert, and drink.

E-mail your RSVP(s) by Saturday, August 31 to:
info@sgrwa.org or call: 816-716-9159

This event is hosted by the South Grand River Watershed Alliance in partnership with Missouri Department of Conservation, Peculiar Parks and Recreation, Peculiar Lions Club, and Cass County Sustainability Committee with partial funding by the Mid-America Regional Council.



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ADMINISTRATIVE PROJECTS

- Working through the process to finalize online registration using credit cards for all recreation programs.
- Started the first season of girls volleyball, first game is Saturday, September 14
- Staff has been working on a 5 Year Vision Plan to present to the board. This will be our plan and guide for the next 1-5 years.
- Met with the South Grand Watershed River Alliance and discussed the use of Raisbeck Park for the “River Connection” event on Saturday, September 7th.
- Continue working through the budget process

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 – a topographic survey conducted in July.	July	complete	
Permits	Staff and Land3 met with the City Engineer and began the permit process for land alteration in a flood plain.	August	Delayed	

Raisbeck Renovation:

August 28th - Based on the requirements of the Permit process and the availability of FEMA data for this area it will be a 4-6 week (best case) process to develop information necessary for a permit. This requires obtaining the model

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for the channel from FEMA (2-4 weeks) and modeling the site against existing FEMA info based on proposed improvements.

At this time, all work at Raisbeck Park is on hold until FEMA provides and approves our City Engineer and contracted Engineer with the appropriate documents to move forward.

Staff will provide more information as it becomes available.

In the meantime – we continue with our plans to renovate and build an excellent athletic complex and nature park by price quoting, prioritizing purchases and promoting our renovation. Once FEMA has approved our application for surface work in a federal flood plain, work will continue in phase one of grading and grassing.

PARKS REPORT

July Park Reports:

Peace Park:

- Park being mowed regularly

Mayor's Park:

- Park being mowed regularly

Raisbeck Park:

- Park being mowed regularly
- General Clean-up and some preparation of the grounds for the "River Connection" event on September 7th.

McKernan Park:

- Park being mowed regularly
- Restrooms cleaned regularly
- Some branches, small debris, and a small tree were damaged from a storm on September 2nd.

City Lake:

- Park being mowed regularly
- Parking lot/Shelter project is complete
- Some branches, small debris, and a small tree were damaged from a storm on September 2nd.

Shari Drive Park:

- Park being mowed regularly

66 Acre Park:

- No New Reports