



Park Board of Peculiar

Meeting Agenda – August 11, 2014, 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
 - A) July 14, 2014
- 5) Public Appearance
 - A) Nick McCord will present an update on his Eagle Scout Project, Downtown Rail Trail
- 6) Old Business
 - A) Park Board By-Laws
- 7) New Business
 - A) Member Notebooks
 - B) Tree Board
 - C) Sub-Committees
 - i) Senior Programs
 - ii) Special Events
 - iii) Yard of the Month
 - iv) Christmas Decoration Contest
- 8) Director's Report
- 9) Public Comments
- 10) Board Member Directives
- 11) Adjournment

**MEETING MINUTES
PARK BOARD
CITY OF PECULIAR, MISSOURI
July 14, 2014**

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, July 14, 2014, beginning at 6:36 P.M. Director Musteen called the meeting to order.

Members Responding to Roll Call

Members present for the roll call include: Member Homer Dunsworth, Member Bryan Boyd, Member Doug Stark and Member Dan Margita. Director Musteen was also present. BOA Liaison Kelsie McCrea notified Director Musteen that she would not be present for the meeting. Members Green and Harlan were not present.

Officer Election & Seat Vacancy

Nominations were taken for Park Board Chair to replace Andrew Boston who resigned in June. Member Boyd nominated Homer Dunsworth for the remainder of the current year and through September of 2015 for a total of 14 months. The nomination was seconded by Member Stark. The motion carried with a 3-0 voice vote. Member Dunsworth abstaining.

Director Musteen discussed the openings on the Tree Board. Former members King and Boston are no longer on the Park Board which leaves two vacancies for the Tree Board. Three members are required to sit on the tree board. Having three members absent, it was decided to wait until the August meeting for Tree Board nominations.

Consideration of Agenda and Minutes

Member Boyd made a motion to accept the minutes from May and June, Member Dunsworth seconded. The motion carried with a 4-0 voice vote.

Old Business

A. Tractor Pull

Director Musteen presented a finance report for the Tractor Pull. Discussion on finalizing the United Rentals bill ensued. The final figures will change once the United Rentals bill is accurate. The finance report also indicates the separate expenses listed for the Band Boosters concessions operations and the city expenses. Discussion on profit/loss of previous events ensued. Member Dunsworth commended Member Stark for an excellent event. Member Stark noted that the tractor pull netted \$850 dollars. Member Dunsworth discussed the value of an event for the community and the profit amount should not always determine a successful event. The total profit for the city is around \$3300 which includes concessions and gate. Director Musteen made note that his hours were not calculated in the financial report.

More discussion on the value community events and the future of the Tractor Pull continued.

B. Municipal Code Update

Director Musteen reported that Chapters 125, 225 and 226 have been passed through the Board of Alderman with a first and second reading.

Director Musteen noted that with these ordinances in place, we can move forward with our park signage program this fall.

New Business

A. FY15 Budget

Director Musteen presented the board with a draft version of the upcoming budget. The City administrator, business manager and City CPA have all reviewed the budget. Director Musteen indicated that the budget was a zeroed-out budget with additional Capital improvement items listed separately. A general review of how the budget was prepared and major changes were highlighted. Discussion regarding the change from a Park Maintenance contract to a full time park maintenance supervisor as directed by the board in June ensued. Director Musteen reviewed the methods used to fund the position and phase out the current contract. There are pros and cons to this change, Director Musteen reminded the board that the Park Fund is sales tax based, the economy can make a difference in our funding, and this should be considered when bringing on additional staff. More discussion on regarding the expenses associated with implementing recreational programs and leagues continued.

Member Stark asked how the maintenance contract will affect the mowing contract. Director Musteen stated that the two contracts will remain separate. Further discussion on funding the full time employee continued. Director Musteen noted the hourly rate for the maintenance contract at \$19.75 as opposed to \$16.00 per hour full time employee, but we also take on a benefit package. The full time employee will be a 40 hour job whereas a contractor works as needed. Member Stark reminded the Board of the escalating bond payments coming up in 2019 and how the full-time employee will affect the city's ability to make those payments. Director Musteen stated that we want to make the best decision and do it right.

Member Boyd asked what duties would occur for the full time employee during the winter months. Director Musteen mentioned most of the tree work, equipment maintenance, recreational equipment cleaning, trail work and other stuff is done during the winter. The proposed position would also be an alternate on the snow plow plan in cooperation with the Public works crew being compensated out of the snow plow enterprise fund. Discussion regarding the purchase of new vehicle for the position was

discussed based on the pricing plan that public works recently used for purchasing their 5 new trucks.

Member Stark stated that he would prefer that \$14,000 dedicated to a volleyball court at City Lake be spent towards chip-and-seal parking at Raisbeck Park. Director Musteen stated that these were just ideas brought by the board and that they are “fun” projects that can be changed if the money is not available or if we change our minds.

Member Margita asked if the revenue from recreation programs goes to the city or back to parks. Director Musteen confirmed that revenue from recreation programs will go directly to the Park Fund.

Member Margita made a motion to recommend the proposed budget to the Board of Alderman. Member Boyd seconded. The motion carried with a 4-0 voice vote.

B. Mayor’s Park

Director Musteen addressed some needs at Mayor’s park. Mayor Stark has suggested that we rename Mayor’s Park to Sutter Creek Park to reflect the sub-division in which the property is located. Musteen also mentioned the relocation of a piece of play equipment from Raisbeck to Mayor’s park that replaces an old play feature. Two options were presented: Option 1 is to refurbish the equipment and mulch, change the name and host a re-opening ceremony. Option 2 is to pull all equipment and just mow the park.

Member Stark made a motion to move forward with Option 1 to rebrand Mayor’s Park and update the equipment. Member Dunsworth seconded the motion. The motion carried with a 4-0 voice vote.

Director’s Report

Director Musteen worked through his written Director’s Report. He highlighted a Missouri Department of Conservation Trim (Tree Resource Improvement and Maintenance) Grant for work at Raisbeck Park. The grant award cycle is later in the summer. He was asked by our State Forester to serve on a 4 person panel to judge grant proposals from the Saint Louis side of the state.

Musteen also discussed a local church youth group work day at Raisbeck Park and listed out several tasks completed during the work day. The kids were affiliated with “The Foundary” Church located behind Subway.

Director Musteen has also been selected to attend the NRPA Director’s School. He applied for a first year scholarship to attend and was awarded one of two scholarships given out nationwide. The school is August 23 – 29.

No additional questions from the Board.

Public Comments

None.

Board Member Directives

Member Dunsworth addressed the board regarding senior programming and Bushwacker Days. Discussion ensued on different types of programs and how to go about getting started. Member Dunsworth issued a challenge to the board members to work, help staff and accomplish something.

Adjournment

Member Stark made a motion to adjourn at 7:51 p.m. The motion was seconded by Member Dunsworth and carried with a 4-0 voice vote.

These minutes were taken and transcribed by Director Musteen.

Approved: _____



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: August 11, 2014
Agenda Item: 6-A
Subject: Park Board By-Laws

BACKGROUND

Over the past few months, Park Board and Staff have been revising current Municipal code Chapters, 125: Park Board and Chapter 225: Parks and Public Property.

On July 7th, the Board of Alderman reviewed these Chapters of the Municipal Code and passed into law with a first and second reading as recommended by the Park Board.

With current Municipal codes in place and the addition of a Parks & Recreation Director for the City of Peculiar in 2012, a revision of the By-Laws that were agreed upon in July, 2012 should be addressed.

Attached is a revised version of the By-Laws with necessary changes reflecting the language and updates in Chapters 125 & 225.

ACTION ITEMS

Review the attached By-Laws draft document; make any changes for staff to present to the City Attorney.

ATTACHMENT ITEMS

- 1) Draft BY-Laws
- 2) Park Board Member Seat Alignment Chart



Park Board of Peculiar Bylaws

ARTICLE I. NAME

The name of this body is Park Board (*Board*) of Peculiar.

ARTICLE II. PURPOSE (REFERENCE SECTION 125.070)

- A. The Park Board serves as an Advisory Board to the Board of Aldermen in matters involving the administration and financial management of the City's parks for the welfare of Peculiar citizens.
- B. The Park Board shall have the power to recommend to the Board of Aldermen or the City Administrator a suitable person to maintain such parks.
- C. The Park Board shall make recommendations to the Board of Aldermen relative to the expenditures of all money collected to the credit of the Park Fund; and regarding the supervision, improvement, care and custody of the City's parks. These recommendations may include, but are not necessarily limited to, the following matters:
 1. All matters relating to policy formation, programming, legislation and use of park and recreation facilities and areas;
 2. Changes, additions or uses that will improve the effectiveness of the parks and recreation programs or facilities, including budgetary recommendations;
 3. Rules and regulations to govern the City's parks, recreation areas, and facilities as may be expedient and not inconsistent with this Article or directives of the Board of Aldermen;
 4. Recreational programming for citizens of Peculiar; and
 5. Any other duties as may be assigned by the Mayor or the Board of Aldermen.
- D. The Park Board shall make and adopt bylaws, rules, and regulations for their own guidance. These bylaws, rules, and regulations shall be subject to Board of Aldermen approval.

ARTICLE III. BOARD

These Bylaws of the Peculiar Park Board are secondary rules of governance and shall not supersede any section of Chapter 125: PARK BOARD or any other section referenced of the Peculiar Municipal Code.

Section 1. APPOINTMENT AND QUALIFICATIONS – GENERALLY (Reference SECTION 125.020)

- A. Each of the three (3) wards of the City shall be represented by at least one (1) appointee.
- B. With the approval of the Board of Aldermen, the Mayor shall appoint to the Park Board: one (1) member from each of the three (3) wards of the City; three (3) members from the residents at large; and one Alderman from any ward. The Alderman will serve as a liaison between the Park Board and the Board of Aldermen and shall have voting rights.
- C. All appointees must be a minimum of eighteen (18) years of age at the time of their appointment.
- D. All appointees shall have resided within City limits for a minimum of one (1) year prior to their appointment.

Section 2. TERMS OF OFFICE AND VACANCIES (Reference SECTION 125.030)

- A. Each regularly-appointed member of the Park Board, except for the Alderman appointee, shall hold office for a term of three (3) years. The Alderman appointee shall hold office for a term of one (1) year. These regular appointments by the Mayor shall be made before the first day of September.
- B. Except in the cases of fulfillment of vacancies and involving the Alderman appointee, full terms of office shall commence on the first day of September and shall be staggered so that one-third of the member's terms shall



Park Board of Peculiar Bylaws

commence each year.

- C. Vacancies on the Park Board, occasioned by removal, resignation or otherwise, shall be reported to the Mayor and shall be filled for the remainder of the unexpired term.
- D. The Director of Parks and Recreation shall be responsible for tracking vacancies and terms for the Park Board.
 - a. Member seats will be numbered and term limits shall be tracked based on the following "3 year revolving" chart.
 - Ward 1 / AL 1 (September 1, 2013 – expires August 31, 2016)
 - Ward 2 / AL 2 (September 1, 2014 – expires August 31, 2017)
 - Ward 3 / AL 3 (September 1, 2015 – expires August 31, 2018)
 - b. As of September 2014, member seats will be numbered and will complete their appointed terms. Upon term completion, member seats will fall into alignment within the chart by re-appointment of the Mayor and Board of Alderman via resolution. Upon resignation or termination of any current member, new volunteers will be appointed into the chart to ensure appropriate dates for proper Ward representation and member staggering.

Section 3. RESIGNATION

A member of the Board may resign at any time by giving written notice of his/her resignation to the City Clerk with copies to the Board President and the Mayor.

Section 4. ATTENDANCE BY MEMBERS OF CITY BOARDS, COMMISSIONS AND COMMITTEES **(Reference Section 115:045)**

- A. Members of appointed positions to any permanent boards, commissions or committees established by the Municipal Code (including but not necessarily limited to the Planning Commission, Park Board, Board of Adjustment and Tax Increment Financing Commission; but not including the Board of Aldermen) shall be subject to this Section.
- B. Members of the appointed positions subject to this Section are allowed a total of three (3) unexcused absences in a calendar year.
- C. Unexcused absences are those absences where there has been no advance notification to the assigned City staff member or Chairperson of that board, commission or committee advising them of a member's inability to attend a meeting and the member in question thereafter fails to attend.
- D. Upon obtaining two (2) unexcused absences, the Chairperson of the respective board, commission or committee shall notify the member that the next unexcused absence will result in their removal from the appointed board, commission or committee.
- E. Upon obtaining a third (3rd) unexcused absence, the member shall be immediately removed from the board, commission or committee in question and notified of the removal by the Mayor in writing. Further, the member shall be replaced in accordance with the relative Municipal Code Sections that establish and/or define the make-up of the board, commission or committee in question.
- F. A "calendar year" shall be defined as a twelve (12) month period, beginning April fifteenth (15th) and running twelve (12) months hence. (Ord. No. 091608 §1, 9-16-08)

ARTICLE IV. MEETINGS

Section 1. Meetings.

Meetings of the Board and notices thereof shall conform to the requirements of Rev. Stat. Mo. § 610.010 *et seq.* (the Missouri Sunshine Law).



Park Board of Peculiar Bylaws

Any member of the public who wants to address the Board at the meeting shall request being added to the agenda at least seven (7) business days prior to the meeting by emailing a completed copy of the Agenda Request form found at www.cityofpeculiar.org to the Board Chair.

The Board shall keep written minutes of its meetings and distribute copies of those minutes to the City Clerk. All minutes and official records of the Park Board shall be shared and available to all Board members through a secured, shared, and online computer drive.

At all meetings of the Board, four (4) members shall constitute a quorum for the transaction of business and an act of the majority of the members present at any meeting at which there is a quorum shall constitute an act of the Board.

All meetings shall be conducted in a manner consistent with Robert's Rules of Order. A summary of Robert's Rules of Order may be located at <http://roberts-rules.com/>.

Section 2. Regular Meetings.

Regular meetings of the Board shall be held on the second (2nd) Monday of each month at 6:30 PM in the Council Chambers of City Hall of Peculiar, MO. Meetings may be relocated or rescheduled, due to holidays, emergencies or when City Staff representation is unavailable if proper notice is made pursuant to Rev. Stat. Mo. § 610.010 *et seq.* (the Missouri Sunshine Law).

Section 3. Special Meetings.

The Mayor, the Board Chair, or a quorum of the members of the Board may call a special meeting of the Board, at any time. Three (3) days' notice, either in person, mail or email, must be given upon requesting a special meeting. The Board may hold a vote at special meetings; however, voting is not allowed at any work sessions.

Section 4. Agenda Format

The order of business at regular meetings shall be generally as follows:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Consideration of Minutes
- Public Appearance (approved by agenda request)
- Subcommittee Reports
- Old Business
- New Business
- Director's Report
- Public Comments of non-Agenda Items
- Board Member Comments
- Adjournment



Park Board of Peculiar Bylaws

ARTICLE V. OFFICERS

Section 1. Officers.

The Board shall elect, from among its members, a Chairman, a Vice-Chair, Secretary and such additional officers as the Board deems necessary and proper. No officer may succeed himself/herself for more than two (2) consecutive terms.

Following the election, but no later than January 31st of the following year, the Board shall meet and agree on the Board's short-term (less than a year) and long-term (greater than a year) goals. These goals shall be documented in writing by the designated officer and provided to all Board members and the Board of Alderman no later than February 20th of that year.

Section 2. Board Chairman

The Board Chair shall preside at all Park Board meetings, including works sessions of the Board. The Chair shall attend and provide the Board of Alderman a quarterly update as to the goals set and achieved by the Parks Board. In addition, the Chairman shall make an annual report to the Board of Aldermen on the state of the parks, which should include a statement of the accomplishments of the goals for the prior year and the current goals established by the Board. The Board Chair shall perform such other duties as are necessarily incident to the office of Chairman.

Section 3. Vice-Chairman

The Vice-Chairman shall act in the capacity of the Chair in the event of the Chair's absence, disability, or death and shall perform such other specific duties as may be assigned to him/her by the Board Chair or majority of the Board.

Section 4. Secretary.

The Secretary shall take minutes of Board meetings, and provide a copy of same to the City Clerk and Parks & Recreation Director within 14 days of the meeting. The Secretary shall submit suggestions and input from the Board Chair and other Board members for the agenda to the Parks & Recreation Director five (5) business days prior to the next scheduled meeting. The Secretary shall handle all correspondence required by the Board.

ARTICLE VI. COMMITTEES.

Section 1. Committees.

The Board may, from time to time, establish such committees as it deems necessary or appropriate and with such powers and duties as the Board designates. The committee shall consist of at least one Board member. The Chairmen of the committee must be elected by members of the Board. A majority (fifty percent plus one) of the members of any committee established pursuant to this section shall constitute a quorum for the transaction of business at any meeting of that committee.

A committee shall not have the power to implement any policy or expend any funds but shall submit its findings and recommendations to the Board for the Board's consideration.



Park Board of Peculiar Bylaws

ARTICLE VII. GENERAL.

Section 1. Fiscal Year.

The fiscal year of the Board shall be the same as that established for the City, which is October 1st through September 30th.

Section 2. Amendments.

This document, when adopted by ordinance of the Board of Aldermen, shall serve as the bylaws for the Park Board of Peculiar. Amendments to this document may be made from time to time as deemed necessary and shall be adopted by ordinance of the Board of Aldermen.

Park Board Member Seat alignment Chart

- BOA Liaison (annual appointment by the Mayor each June)
- Ward 1 / AL 1 (September 2013 – expires August 2016)
- Ward 2 / AL 2 (September 2014 – expires August 2017)
- Ward 3 / AL 3 (September 2015 – expires August 2018)

Ward Representation		At Large	
	<small>name/expiration</small>		<small>name/expiration</small>
Ward 1	Dunsworth (2017)	AL 1	Green (2016)
Ward 2	Harlan (2017)	AL 2	Riley (2017)
Ward 3	Boyd (2016)	AL 3	Margita (2016)

Ward 1 Seat - to be adjusted upon re-appointment

Ward 2 Seat - on track

Ward 3 Seat - to be adjusted upon re-appointment

AL 1 Seat - on track

AL 2 Seat - on track

AL 3 Seat - to be adjusted upon re-appointment



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: August 11, 2014
Agenda Item: 7-A
Subject: Park Board Member Notebooks

BACKGROUND

In February of 2013, we began the process of collecting information for member notebooks. Staff began updating Park Board information to develop Park Board Member notebooks. This notebook will serve as a Member Handbook and be a resource for members to keep information organized and readily available.

The Handbooks will contain information on board structure, funding sources, by-laws, applicable ordinances, policies, and related documents such as maps, etc...

Staff has prepared each member a handbook with the most up-to-date information and will present these handbooks at the August 11th meeting.

ACTION ITEMS

Review Handbooks – no further action needed.



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: August 11, 2014
Agenda Item: 7-B
Subject: Tree Board

BACKGROUND

ESTABLISHED – 2013 - The Peculiar Tree Board exists under the jurisdiction of the Peculiar Park Board and shall be a sub-committee of said board. The Tree Board shall consist of three (3) or more individuals serving on the Park Board (whose members are appointed by the Mayor), and two (2) at-large members appointed by the Mayor. The City shall have no more than two (2) representatives, (the City Arborist and the Parks & Recreation Director or his/her designee), serving on the Tree Board. The Tree Board shall be limited to no more than five (5) total members and two (2) City Staff Representatives as defined above.

Term Limits for the “At Large” seats appointed by the Mayor shall be three (3) years from the time of appointment. Term Limits for the appointed members of the Park Board shall fall within the limits of their Park Board appointments as established by the Mayor.

- A. The City Tree Board shall have the following duties:
1. To beautify the appearance of the City of Peculiar by promoting and encouraging the responsible planting, care, replacement, and maintenance of trees in the City
 2. To study, investigate and counsel the Board of Alderman regarding the care, preservation, pruning, planting, replanting, removal or disposition of trees.
 3. To provide educational materials and programs to the public concerning the advantages of trees and the planting and maintenance of all trees within the community.
 4. To provide a written Tree Management Plan and to update such plan as needed. The Tree Management Plan shall include goals for City arboriculture efforts and information on tree trimming requirements, i.e., clearance distances.
 5. To assist in the supervision of a Memorial Tree Program including the selection, purchase, placement, and maintenance of trees suitable for planting in Peculiar’s public parks and/or arboretum. Monetary gifts or donations to participate in the Memorial Tree program shall be received by the City Finance Department and shall be placed in an appropriate fund within the Parks & Recreation Department budget for the purposes of the City Tree Board activities.
 6. To assist the City in preparing the annual Arbor Day proclamation and observance.
 7. To assist the City in becoming certified as a Tree City USA.

Tree Board Members include:

Brian Boyd Park Board Representative Term Expires September 2016	Vacant Park Board Representative
Vacant Park Board Representative	Andrew Boston Resident (AL - At Large) Term Expires September 2016
Vacant Resident (AL - At Large)	Staff Representation Ty Erickson Codes Officer
Staff Representation Nathan Musteen, CPRP Parks Director - Certified Arborist	



Peculiar Parks & Recreation

MEMORANDUM

KEY ISSUES

The City has intentions of applying for Tree City USA this fall and one of the four requirements is an established and active tree board.

The Tree Board must maintain its quarterly meetings to stay on track for Tree City USA, however, two Park Board seats are vacant and must be filled to have a quorum.

ACTION ITEMS

Staff requests that two current Park Board members volunteer to serve on the Peculiar Tree Board.



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: August 11, 2014
Agenda Item: 7-C
Subject: Sub-Committees

BACKGROUND

Park Board Chair, Homer Dunsworth, will be re-instituting the Sub-committees and adding a couple of new committees for Board Members to volunteer for.

- **Special Events** – this committee will help oversee the development of new community events and be charged with helping staff organize and prepare for other events such as the annual tractor pull.
- **Senior Programming** – This committee will work towards the development of programs and activities for senior citizens within the community
- **Yard of Month** – This committee will carry out the recently adopted “Yard of the Month” program and assist staff in the advertisement, publicity and judging criteria.
- **Christmas Decoration Contest** – This committee will help develop Contest Criteria and assist staff in conducting the annual Contest.

Chairman Dunsworth will elaborate on his ideas and outcomes for these committees.

Peculiar Parks & Recreation

DIRECTOR'S REPORT



Prepared by: Nathan Musteen
Month/Year: August 2014

ADMINISTRATIVE PROJECTS

- Youth Soccer registrations are now closed for fall registrations. Staff will be putting together teams and coordinating with Raymore Parks and Recreation for the fall season. Registrations increased by 15+ kids from the spring season.
- Youth Volleyball sign-ups continue through August 22nd. Signs are around town advertising the registration.
- Staff participated in the Heartland Forestry Council Round table meeting on July 29th. Discussion included Commercial and Municipal Arborists and how Cities and private industries are planning to battle the Emerald Ash Borer that is killing the Ash Trees.
- Much work has been done at the Raisbeck playground area. The old playground near the concession stand between the playing fields has been removed. Equipment deemed unsafe has been stored at the salt shed for future disposal. Equipment still in good working condition is being refurbished and installed at a different location within Raisbeck Park or moved to Mayor's park as directed by the board. Player benches have been removed and will be re-installed in a better location for better field visibility and to correct some safety hazards. The playground near the parking lot at Raisbeck is being bordered by railroad ties and mulch for a much safer and attractive look.
- Additional clean-up work at Raisbeck continues as staff and Excalibur do clean-up and landscaping work to beautify the park. Preparation work is being done to get ready to build the trail later this fall.
- Staff will be traveling to Wheeling, West Virginia to attend the NRPA Director School August 23 – 29 of this month.

RAISBECK RENOVATION PROGRESS

Raisbeck Renovation:

December: Phase 1 construction bid documents have been drafted based on Board recommendations. The City Engineer reviewed the documents .

January: Advertisement

February: Selection of contractor

March: Signing of contract

March/April: Construction Begins: The project was awarded to Cobra on March 18, 2014. A preconstruction meeting was held on March 20, 2014 and Cobra mobilized equipment to both the jobsite and the topsoil borrow area at Stonegait Farm at 195th & State Route J on March 27, 2014. On March 31, 2014 Cobra started stripping and stockpiling topsoil borrow for use on elevating the three playing field elevations. Work continued on stockpiling topsoil on March 31 through April 18. The playing fields were staked on April 05, and work on the playing fields was initiated on April 07 and has continued as weather and soil conditions permit. Cobra has hauled over 3500 CY of topsoil that was tested by Turf Diagnostics & Design and met contract specifications.

May: Work continued. Cobra Contracting did not meet the deadline of May 15th due to weather delays. An extension was requested and denied. Cobra Contracting continued working and completed the grading, seeding and mulching on May 30th. A punch list and walk through meeting will be scheduled in early June.

June: The flood and heavy rains washed most of the seed and mulch off the fields, Cobra will be coming back in August to prep the fields again and seed and mulch in September.
The grading work and removal of fences, etc... worked very well during the floods. The fields drained excellent and if we were in the middle of a soccer season, games would resume within 24 to 48 hours, unlike previous years with baseball.

August: Cobra Contracting will return to repair any flood damage and complete the grading/grassing portion in preparation for the fall growing season.

Peculiar Parks & Recreation

DIRECTOR'S REPORT



PARKS REPORT

Peace Park:

- Park being mowed regularly

Mayor's Park:

- Park being mowed regularly
- Sprayed weed killer in playground area mulch beds

Raisbeck Park:

- Park being mowed regularly
- Park is closed for construction
- Sprayed broadleaf killer in outlying and wooded areas along future trail.
- Moved telephone poles to create a parking lot boundary
- Cleaned and power-washed concession stand and prepped inside the building for paint.
- Removed player/spectator benches, drilled new holes to relocate benches and swingsets.

McKernan Park:

- Park being mowed regularly
- Trees, benches and picnic tables have been mulched
- Playground equipment has been power-washed
- Shelter cleaned and power-washed for rentals as needed

City Lake:

- Park being mowed regularly
- Tree work and clean-up was completed caused by the storms on July 5th.
- Power-washed docks and shelter to remove geese feces
- Sprayed broadleaf killer along shore line

Shari Drive Park:

- Park being mowed regularly

66 Acre Park:

- Trail being mowed regularly

City of Peculiar
Statement of Revenue and Expenditures
 Revised Budget

For the Fiscal Period 2014-9 Ending June 30, 2014

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
Park Fund					
Revenues					
Revenues					
20-00-4015 Park - Carry Over	30,000.00	0.00	0.00	0.00	0.00%
20-00-4020 Sales Tax	140,000.00	105,067.52	153,000.00	135,663.82	11.33%
20-00-4230 Building-Zoning Permits	1,000.00	300.00	3,000.00	3,900.00	(30.00%)
20-00-4240 Boating Permits	100.00	54.00	400.00	337.00	15.75%
20-00-4600 Interest Income	2,000.00	452.50	1,000.00	465.05	53.50%
20-00-4810 Special Events	25,000.00	6,500.00	25,000.00	28,438.16	(13.75%)
20-00-4920 Recreation Programs	7,000.00	518.00	17,868.00	4,663.50	73.90%
20-00-4922 Donations & Sponsorships	500.00	0.00	1,000.00	1,590.00	(59.00%)
20-00-4923 Concessions	1,000.00	0.00	1,500.00	0.00	100.00%
20-00-4924 Shelter Rental	300.00	335.00	600.00	105.00	82.50%
Total Revenues	206,900.00	113,227.02	203,368.00	175,162.53	13.87%
Total Revenues	206,900.00	113,227.02	203,368.00	175,162.53	13.87%
Park					
Expenditures					
20-20-5100 Parks-Salaries & Wages	50,000.00	29,441.71	52,000.00	38,497.81	25.97%
20-20-5200 Payroll Taxes	3,500.00	2,230.44	4,100.00	2,542.70	37.98%
20-20-5210 Benefits	9,500.00	10,170.51	13,000.00	18,211.43	(40.09%)
20-20-5220 Worker's Compensation	2,500.00	25.00	500.00	347.45	30.51%
20-20-5320 Employee Testing	0.00	169.50	0.00	3.11	0.00%
20-20-5400 Office Supplies & Equipment	4,000.00	2,033.27	250.00	829.98	(231.99%)
20-20-5410 Dues & Memberships	650.00	738.33	750.00	909.97	(21.33%)
20-20-5430 Bankcard Fees	0.00	0.00	430.00	784.87	(77.88%)
20-20-5440 Office Machines	0.00	0.00	400.00	510.57	(27.64%)
20-20-5600 Audit	1,000.00	615.00	200.00	200.00	0.00%
20-20-5610 Accounting	3,000.00	1,202.47	2,500.00	822.93	67.08%
20-20-5620 Legal	3,000.00	2,484.19	3,000.00	2,369.26	21.02%
20-20-5675 Liability Insurance	0.00	491.00	0.00	0.00	0.00%
20-20-5715 Contractual-Payroll	0.00	100.00	20.00	19.99	0.05%
20-20-5800 IT Maintenance	1,000.00	1,429.54	1,000.00	893.46	10.65%
20-20-6130 Supplies	0.00	291.22	300.00	46.00	84.67%
20-20-6150 Administrative Building	0.00	2,184.87	2,500.00	3,679.04	(47.16%)
20-20-6200 Vehicle Insurance	0.00	150.00	300.00	218.37	27.21%
20-20-6210 Vehicle Maintenance	1,000.00	96.98	500.00	6.75	98.65%
20-20-6220 Fuel & Oil	500.00	174.44	500.00	588.07	(17.61%)
20-20-7000 Park Maintenance	30,000.00	22,575.06	29,000.00	17,502.95	39.66%
20-20-7010 Mowing & Landscaping	28,000.00	9,501.70	26,500.00	8,743.40	67.01%
20-20-7030 Utilities	3,500.00	2,019.66	2,000.00	4,891.30	(144.57%)
20-20-7250 Restrooms	3,500.00	2,626.52	3,500.00	1,647.77	52.92%
20-20-8040 Capital Purchases	0.00	0.00	233,742.00	27,595.93	88.19%
20-20-9010 Debt Service	29,000.00	14,193.74	25,000.00	9,490.36	62.04%
20-20-9020 Debt Service Bond Fees	0.00	9,583.20	0.00	0.00	0.00%
20-20-9500 Special Events	25,000.00	7,554.89	26,000.00	18,905.75	27.29%

City of Peculiar
Statement of Revenue and Expenditures
 Revised Budget

For the Fiscal Period 2014-9 Ending June 30, 2014

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
20-20-9510 Concessions	500.00	0.00	850.00	0.00	100.00%
20-20-9512 Recreation Program Tools & Equip	1,000.00	0.00	4,614.00	188.13	95.92%
20-20-9513 Staff Uniforms	200.00	135.99	75.00	0.00	100.00%
20-20-9515 Educational Training	1,800.00	458.27	2,500.00	577.09	76.92%
20-20-9518 Trees & Parks Beautification	0.00	0.00	2,500.00	96.25	96.15%
20-20-9519 Recreational Program Expenses	1,000.00	412.00	17,900.00	5,581.96	68.82%
Total Expenditures	(203,150.00)	(123,089.50)	(456,431.00)	(166,682.65)	63.48%
Total Park	(203,150.00)	(123,089.50)	(456,431.00)	(166,682.65)	63.48%
Total Park Fund	3,750.00	(9,862.48)	(253,063.00)	8,479.88	103.35%