



Park Board of Peculiar

Meeting Agenda – October 14, 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) September 8, 2014
- 5) Sub-Committee Reports
 - A) Senior Programs
 - B) Special Events
- 6) Old Business
 - A) Holiday Decorating Contest
 - B) Downtown Trail Update
- 7) New Business
 - A) Memorial Tree Program
 - B) SGRWA Stream Clean-up
- 8) Director's Report
- 9) Public Comments
- 10) Board Member Directives
- 11) Adjournment



Park Board of Peculiar

Minutes – September 8, 2014

City Hall Council Chambers – 250 S. Main Street

Call to Order

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, September 8, 2014, beginning at 6:30 P.M. Board Chair, Homer Dunsworth called the meeting to order.

Roll Call

Members present for the roll call include: Member Dunsworth, Member Margita, Member Harlan, BOA Liaison McCrea and Director Musteen. Member Boyd and Member Riley notified Director Musteen they would be absent. Member Green notified Director Musteen that he was resigning from the Park Board.

Consideration of the Agenda & Minutes

Liaison McCrea made a motion to accept the minutes from August, Member Harlan seconded. The motion carried with a 4-0 voice vote.

Sub-Committee Reports

Senior Programs – Director Musteen, Alderman Fines and Member Dunsworth met the first week of September to discuss senior programming. It was decided to focus on offering social programs at Brierly Hall and move towards more fitness programs once the trails are ready for use. The activities at Brierly Hall have to be free of charge based on DPAC's financial funding. Liaison McCrea made note to coordinate the activities with Brenda Conway to ensure we do not offer the same programs such as yoga.

Special Events – Member Dunsworth announced to the Board that Liaison McCrea would take the lead role with the assistance of Member Harlan and two or three members of the community to work towards bringing a festival or carnival type event back to town. Liaison McCrea reported that she contacted three amusement park companies. These companies would like to know what date we are looking at. Discussion continued regarding the length of the event, time of year and coordination with other community events. Member Dunsworth talked of combining with the tractor pull to have one large city event. Discussion ensued... other activities were brought up such as a barbeque contest, fishing derby, 5k run, live bands and a baby contest.

A date of June 12-14 is the desired date to find a carnival.

Old Business

Park Board By-Laws – Director Musteen presented the final draft of the By-Laws as approved by the City Attorney. He will confirm whether the document has to go to the Board of Alderman. Liaison McCrea stated that she felt the Board of Alderman might want to see the revised document based on past history of the board.

Liaison McCrea made a motion to accept the by-laws as presented. The motion was seconded by Member Margita and carried with a 4-0 voice vote.

New Business

Holiday Decorating Contest – Director Musteen presented a program for a Christmas decorating contest. He implemented the program as a fee based contest with a \$5.00 entry fee. Member Harlan liked the idea and thought that the winner could be presented a gift card to one of our local restaurants. Member Margita volunteered to be the lead on this program and will assist Director Musteen on soliciting sponsors. Discussion included asking for \$25 sponsorships from the locally owned restaurants and the entry fees would help pay for the yard signs. The form will be adjusted based on the sponsors and then advertising would begin.



Park Board of Peculiar

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City Hall Council Chambers – 250 S. Main Street

October Date Change – Director Musteen asked the board to move the October meeting to Tuesday, October 14th to avoid the Holiday when city offices are closed on Monday. Member Dunsworth made a motion to move the October Board meeting to October 14th. The motion was seconded by Member Harlan and carried with a 4-0 voice vote.

Director's Report

Director Musteen reviewed his written director's report. Soccer uniforms are ordered, schedules completed today and games start next Saturday. Three more soccer players were placed late. The Volleyball league desperately needs players. The 6th -8th grade division will be canceled this week if no other players sign up. The 4th/5th grade division has two teams and one of the student teachers from the Ray-Pec School district volunteered to coach. We still need 2 more girls in this division. Discussion ensued regarding league scholarships and league timing.

The FY15 Budget passed through the Board of Aldermen. The proposed parks employee we budgeted for is approved.

The water line at Raisbeck Park froze and busted last winter. The Water and PW departments will be installing a new water line and provide water to the Raisbeck barn and add a water fountain near the playground. It will also provide a new line at the current concession stand. Work should begin in the coming weeks.

The relocated playground equipment is almost finished. The parent benches have been pulled and reset and general landscaping continues.

The Trim Grant was denied and Director Musteen will meet with our State Forester to review the application. The Tree Board will be meeting this Thursday night.

Public Comments – No public comments

Board Member Directives

Discuss Senior Activities with Brierly Hall

Member Dunsworth will talk with the Lion's Club

Park Board By-Laws go to the Board of Alderman

Holiday Contest – Member Margita and Director Musteen will solicit sponsors.

Liaison McCrea will continue work on the carnival dates

Meeting calendar will be updated to reflect the October change.

Adjournment

Member Margita made a motion to adjourn at 7:20 p.m. The motion was seconded by Member Harlan and carried with a 4-0 voice vote.

These minutes were taken and transcribed by Director Musteen.

Approved: _____, 2014



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: October 14, 2014
Agenda Item: 6A
Subject: Holiday Home Decorating Contest Update

BACKGROUND

In May, the Park Board was presented with the idea of a Christmas Decorating Contest by the Mayor. The board discussed in the August meeting to bring a proposed plan for implementation this Christmas season. Staff has reviewed other programs and drafted a plan for the Board.

The Park Board discussed the proposed plan in September. A blurb in the October/November Positively Peculiar Newsletter announced the upcoming contest. Board Member Margita volunteered to help lead this program for the board.

In October, Member Margita will begin seeking donations to help supplement the expense of the contest and provide contest prizes.

ACTION

Review and discuss the progress on soliciting donations and sponsors.

ATTACHMENT

- Newsletter Blurb
- Program Flyer (without sponsor listing)



Peculiar Parks & Recreation

MEMORANDUM



Peculiar's Holiday Home Decorating Contest

Think you have Holiday Spirit? Got the best decorated house in town? Put your skills to the test and enter your festive home in the 1st Annual Peculiar Holiday Home Decorating Contest.

The Peculiar Park Board would like to invite Peculiar Residents to join us this Holiday season to show off your community pride and light up this special time of year. It's a great way to spend some time with your family and get in the Holiday spirit. So, pull out your Santa, sled, reindeer, wreath and those beautiful lights! The contest is open to residential single family homes in Peculiar City Limits.

Winners will be chosen for the most "Peculiar" and the most "Festive" display. Judging will be done by members of the Peculiar Park Board and City Staff. Winners will receive a special yard sign, special recognition on the City Website and mention in the January City Newsletter.

Judging Date: December 11th
Time: 6:00pm – 8:00pm (*be sure your lights are on*)
Fee: \$5.00 per house
Deadline to Enter: December 10th.

Log onto the City's website at
www.cityofpeculiar.org or stop by
City Hall for a registration form





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Registration Deadline: December 10th.

Please return your form and payment to:
Peculiar Parks & Recreation
250 South Main
Peculiar, MO 64078

*Checks payable to City of Peculiar (debit / credit available at City Hall, \$4.00 convenience fee)
Payments and forms can be accepted at the drive thru window at City Hall*

Log onto the City's website at www.cityofpeculiar.org or stop by City Hall for a registration form



Peculiar's 2014 Holiday Home Decorating Contest

The Peculiar Park Board's 2014 Holiday Home Decorating Contest is a festive way to demonstrate your community pride and light up the holiday season. It is also a perfect project for families to enjoy. The contest is open to any residential single family homes in Peculiar City Limits.

Dates: December 11th
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Name(s)

Daytime Phone

Address to be judged

Zip Code

Email Address

So, pull out your Santa, sled, reindeer, wreath and those beautiful lights!

**Winners will be chosen for the most "Peculiar" display and the most "Festive" display.
Judging will be done by members of the Peculiar Park Board and City Staff**

Winners will receive a special yard sign, special recognition on the City Website and mention in the January City Newsletter.

I DO _____ I DO NOT _____

...hereby grant authorization to the City of Peculiar and the Peculiar Park Board to print my name and/or address of my home in local newspapers or in conjunction with, and any award received in, the 2014 Holiday Home Decorating Contest.

Signature

Date



Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: October 14, 2014
Agenda Item: 6-B
Subject: Downtown Trail Eagle Scout Project Update

BACKGROUND

The downtown trail project by Scout Nick McCord is nearing completion.

Mr. McCord provided an email update...

From: Onlfam [mailto:onlmcord@gmail.com]
Sent: Sunday, September 28, 2014 5:24 PM
Subject: Re: Railbed Trail Update & Questions

Group,

Here is a brief trail update:

- Approximately 300 tons of limestone screenings were delivered to the trail site.
- Frosty spent half a day on Sunday spreading the material and plans to complete more fine tuning this week.
- Arrangements will be made with the troop to have some scout volunteers use rakes to refine the trail. This work will also include assisting with the fence and planting.
- The process of obtaining signatures on the city's waiver continues with 12 collected so far.

Sincerely,
Nick McCord

This will be an excellent addition to the Parks & Recreation Department trail system. It is the intention that this trail project will be the anchor and connecting portion of a future trail linkage plan.

The "Lock Fence" was built and put under the Peculiar 3-Legged Water Tower. This unique and peculiar feature in our downtown area was added as an additional attraction to the downtown area. Many residents are already taking advantage of this cool concept.

ACTION ITEMS

No Action Needed, Pictures are provided for additional reference.

Peculiar Parks & Recreation

MEMORANDUM





Peculiar Tree Board

MEMORANDUM

To: Tree Board
From: Nathan Musteen
Date: October 14, 2014
Agenda Item: 7-A
Subject: Memorial Tree Program

BACKGROUND

The Peculiar Tree board has drafted and approved a Memorial Tree Program. This program allows residents to purchase from the Parks Department a tree to be planted in memory of a loved one, event or special occasion. These trees will be purchased using money donated by the resident. Trees will be selected from a local nursery and planted in a selected location within the park system.

This program will be advertised and implemented immediately. Flyers will be made available to pass out and information will be placed on the City Website.

ACTION

Review and approved the attached program.

ATTACHMENT

- 1) Overview and explanation of the program
- 2) Advertising Brochure
- 3) Example Certificate



ESTABLISHED 2014

Memorial Tree Program – the basics

Introduction:

The Peculiar Tree Board Memorial Tree Program is designed to enhance and beautify the City of Peculiar's public parks, green space, and public grounds. The program will assist in the continued duties of planting and replacing trees in the park system and help supplement funding annual tree replacement. It also provides a way for Peculiar residents to connect with the park system on a personal level. The Memorial Tree Program provides a way for residents to contribute in a way that will last for generations.

In conjunction with the Peculiar Park Board, the Memorial Tree Program will provide the resources for planting, watering, pruning, mulching, and other maintenance associated with tree care once the trees have been purchased and donated.

Details:

The Memorial Tree Program will be a service to the citizens of Peculiar to honor or remember a loved one, special achievement or life event. It is also another avenue to support the City's Park System and tree replacement plan. The Peculiar Parks and Recreation Department will provide an avenue for participating citizens to donate a tree for planting.

Citizens will be able to pick from a list of tree species that the department will provide. This list will be an approved list by the Peculiar Tree Board that is recommended for park settings by a panel of Kansas City Metro area Arborists and tree specialists. Planting will be held in the Spring or Fall of the current year and an invitation will be sent to the Citizen for the ceremonial planting.

Trees purchased for the Memorial Tree Program will be available for planting within Raisbeck Park, City Lake Park and McKernan Park. Designated planting locations will be pre-determined by the City Arborist based on location, utility lines, future improvements and "Right Tree, Right Place" guidelines established by the Arbor Day Foundation. Plantings in any of the remaining Peculiar Parks must be authorized by the Parks and Recreation Director.

The Donor will receive a certificate of planting for the tree. The City will not install any memorial plaques, but plaques are permitted at the individual's expense. However, the City is not responsible for replacement of stolen or damaged plaques. Memorial Plaques, if provided by the donor, must be no larger than 4 x 5 inches and secured in the ground at the base of the tree. Plaques will be surrounded by mulch to ensure its visibility and protection from mowers and machinery.

Marketing:

The Memorial Tree Program will be advertised in city publications, the city government channel, and on the City website within the Tree Board's webpage. A listing of all Memorial Trees and locations will be available on the Tree Board webpage.

Donation forms will be available online, at City Hall and various locations around the City of Peculiar.

Budget:

\$200 donation provides:

- ✓ Cost of tree (1.5 to 2 inch caliper for deciduous trees or 3 to 5 feet in height for conifer trees)
- ✓ Tree gator (20 gallon watering bag)

Mulching and work hours will be incorporated into the regularly scheduled tree maintenance schedule by the Department.

Memorial Tree Program – the program

Why Plant a Memorial Tree?

A memorial tree can be a living remembrance of a loved one or a celebration of a happy event. It provides a sense of belonging and community and the trees are intended to become a part of the native, natural landscape within the City's park system and become a Community Legacy. These trees will increase the beauty of our park system, provide food & shelter for wildlife, and bring a sense of peace when visiting Peculiar's Parks.

The benefits of the Memorial Tree Program include:

- A unique gift
- A lasting tribute
- Beautify the parks
- Clean the air
- Control erosion
- Ease noise pollution

Who does the Planting?

The City of Peculiar Parks & Recreation Department will plant the trees. After planting, the city will take care of watering, pruning, mulching, and other tree maintenance. The donating family will be invited to the planting ceremony and may help in the planting if they choose to do so.

Where will my Tree be planted?

Memorial Trees will be planted in one of three Peculiar Parks; Raisbeck Park, McKernan Park or City Lake Park. The tree will be placed in a strategic location within the park that provides shade, shelter, and an aesthetically pleasing landscape. Site and location will also be determined by the tree species, giving the tree every opportunity to survive and become a healthy living part of our park system.

Who Chooses my Tree?

Memorial Trees will be chosen by the person or family dedicating a tree. You will have the option of choosing from a list of Missouri Native trees and popular landscape trees adaptable to the Missouri soil and climate. Trees will be offered by the Parks & Recreation Department at a cost of \$200 per tree. Each tree will be supplied with a "tree gator" to help with the summer watering season.

What happens if my tree doesn't live?

Each tree is guaranteed for one (1) year and will be replaced the Parks and Recreation department at no extra charge should it die within that year. It is understood once planted, the tree is the exclusive property of the City which is responsible for watering, fertilizing, pruning and mulching as it deems necessary.

How will my tree be recognized?

All memorial trees will be listed on the Peculiar Tree Board webpage at www.cityofpeculiar.org. The Donor will receive a certificate of planting for the tree. The City will not install any memorial plaques, but plaques are permitted at the individual's expense.

How do I get involved?

Anyone interested in donating a memorial tree should contact the Peculiar Parks and Recreation office at 816-779-2225 or log onto www.cityofpeculiar.org.

Memorial Tree Program

We would like to plant a Memorial Tree.

Name: _____

Address: _____

Phone: _____

Email: _____

\$200 - Checks payable to: City of Peculiar

Desired Tree Species _____

Desired Park Location _____

This Tree is

- In memory of
- In honor of
- To Celebrate

_____ person or event

Planting a tree in a city park is a wonderful way to honor a loved one and also provides a gift to the whole community. Trees are planted in public parks so everyone can enjoy the shade, beauty and enjoyment a living tree provides.



A memorial tree can be planted for many occasions: in memory of someone who has passed away; in honor of a dedicated service member; to celebrate a birthday, graduation, wedding, retirement, or other occasion. Many work groups give trees instead of flowers for funerals or as memorials.



Planting a memorial tree is a remembrance of the past and at the same time a renewing of life.



www.cityofpeculiar.org

**CITY OF PECULIAR
Memorial Tree Program**

Peculiar Tree Board



TREE SELECTION

Selected Varieties of the following:

- Maples**
- Dogwoods**
- Crabapples**
- Hornbeams**
- Red Buds**
- Ginkgo**
- Honey Locusts**
- Oaks**
- Cypress**
- Lindens**
- Elms**
- Birch**
- Zelkovas**
- Pine**
- Cedars**
- Spruce**
- Kentucky Coffeetree**

Memorial Tree Program

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How do I get involved?

Anyone interested in donating a memorial tree should contact the Peculiar Parks and Recreation office at 816-779-2225 or log onto www.cityofpeculiar.org.

For more information, contact the Peculiar Parks and Recreation Office

816.779.225 / www.cityofpeculiar.org

Memorial Tree Planting Certificate

*This certifies that one Live Oak tree will be planted at
McKernan Park, Peculiar, Missouri*

*In Loving Memory
Of
David Wayne Musteen*

Given on September 4, 2014 by the Musteen family

Nathan Musteen, Director of Parks and Recreation





Peculiar Parks & Recreation

MEMORANDUM

To: Park Board
From: Nathan Musteen
Date: October 14, 2014
Agenda Item: 7B
Subject: South Grand River Watershed Alliance

BACKGROUND

Mark your calendars, the South Grand River Watershed Alliance will be hosting a “Stream Clean-up” Event at Raisbeck Park on October 18th from 1pm to 4pm.

Members of SGRWA have selected Raisbeck Park as the location for the 2014 stream clean-up event. This is a great opportunity for the Parks and Recreation department to continue the rehabilitation of Raisbeck Park and get some much needed work in the stream beds that surround the playing areas.

Adults and children are invited to participate and pick up trash, tires, debris and downed tree limbs. The kick-off of the Raisbeck Trail construction will also begin as volunteers clear portions of the route for future .75 mile walking trail.

The Parks and Recreation department will provide food and snacks for those in attendance.

See flyer for more details

ACTION ITEMS

Members are the Park Board are invited and encouraged to participate.

RAISBECK PARK

Peculiar, Missouri

Stream Cleanup

Help Clean the East Branch of the South Grand River
Have fun caring for your river!

WHEN: Saturday, October 18, 1:00 p.m. to 4:00 p.m.

WHERE: Raisbeck Park, Peculiar, Missouri

23205 SE Outer Road

WHO: Anyone interested in removing trash from the South Grand River and its banks.

WHAT IS NEEDED: People to pick up trash, and help clear walking trail in park

Please bring your own refillable water bottle

Gloves, Trash bags, and Snacks will be supplied.

Contact Info: sgrwa.org or call 816-716-9159

SPONSORS

*South Grand
River Watershed
Alliance*



*Town & Country
Disposal*



JOIN THE FUN!

*Peculiar
Parks &
Recreation*



*Missouri
Stream Teams*



*Missouri
Department of
Conservation*



Peculiar Parks & Recreation

DIRECTOR'S REPORT



Prepared by: Nathan Musteen
Month/Year: October 2014

ADMINISTRATIVE PROJECTS

- The Fall Soccer and Volleyball leagues are mid-way through the season. League pictures are being scheduled and end of season trophies are being ordered.
- The Winter 2015 Youth Basketball Season is open for registration through October 31st, late sign-ups will be taken through November 7th. Flyers have been sent to Peculiar Elementary, Shull Elementary, Bridle Ridge and the Middle School.
- The FY15 Budget is finalized, the business office and City CPA are working to put the budget into an easier format to read. Park Board will receive a copy to place in the member books at once that is finished. A full version of the budget is available online.
- Public Works and the Water Department have been working with Parks to restore water at Raisbeck. A new water line will be installed and water will be available at the concession stand and the storage barn. In addition, water fountains will be installed at the concession stand and in the playground area near the parking lot. Progress pictures....



Peculiar Parks & Recreation

DIRECTOR'S REPORT



- Playground Progress pictures at Raisbeck....



Peculiar Parks & Recreation

DIRECTOR'S REPORT



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

Peculiar Parks & Recreation

DIRECTOR'S REPORT



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 15 th due to weather delays. An extension was requested and denied. Cobra Contracting continued working and completed the grading, seeding and mulching on May 30 th . 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.
September	No updates
October	City Administrative Staff is working with the Contractor to bring the project to an end.

PARKS REPORT

Peace Park:

- Park being mowed regularly

Mayor's Park:

- Park being mowed regularly

Raisbeck Park:

- Park being mowed regularly
- Park is closed for construction
- Playground and Tree mulching continues

McKernan Park:

- Park being mowed regularly
- Pressure wash restrooms after vandalism
- Shelter cleaned and power-washed for rentals as needed

City Lake:

- Park being mowed regularly

Shari Drive Park:

- Park being mowed regularly

66 Acre Park:

- Trail being mowed regularly
- Removed abandoned camping tent out of the woods