



# Park Board of Peculiar

Meeting Agenda – November 10, 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) October 14, 2014
- 5) Sub-Committee Reports
  - A) Special Events
- 6) Old Business
  - A) Holiday Decorating Contest
  - B) Raisbeck LWCF Trail Update
- 7) New Business
  - A) Mayor's Park Rehab
  - B) South Metro Youth Basketball League
- 8) Director's Report
- 9) Public Comments
- 10) Board Member Directives
- 11) Adjournment



# Park Board of Peculiar

Minutes – October 14, 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 Tuesday, October 14, 2014, beginning at 6:25 P.M. Board Chair, Homer Dunsworth called the meeting to order.

## Roll Call

Members present for the roll call include: Member Dunsworth, Member McKee, Member Harlan, Member Riley, BOA Liaison McCrea and Director Musteen. Member Margita notified Director Musteen he would be absent. Member Boyd notified Director Musteen that he was resigning from the Park Board as he has moved outside of City Limits

## Consideration of the Agenda & Minutes

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

## Sub-Committee Reports

Senior Programs – Member Dunsworth made note that Senior Programs will be put on hold until we get some other things taken care of. Director Musteen stated that we can take a look at it again in January and remove it from the agenda until that time.

Special Events – Member Dunsworth relayed that we had a separate meeting to discuss reviving Bushwacker Days and coordinating with Harvest Moon Festival. Monthly progress reports will follow.

## Old Business

Holiday Decorating Contest – Director Musteen highlighted the program and what efforts have been made thus far. Member Margita is posting flyers in restaurants and requesting donations for prizes. Director Musteen has posted the program in the newsletter and on the website. Director Musteen wanted to clarify that there is a fee associated with the contest and the fees are to help offset costs and purchase prizes as this was an unbudgeted program. Musteen will check into advertising through the school website on their community page and utilizing the E-notify on the city website.

Downtown Trail Update – Director Musteen gave a quick update on the trail progress by future Eagle Scout Nick McCord. Pictures were provided for reference. The work is down to planting and clean-up portion. The 3-legged water town and the lock fence are intended to become part of trail. Currently, there are over 20 locks on fence. Further discussion of the status of rail bed trail project, City staff continues to work through the process of obtaining property rights to expand trail. Process is slow and ongoing. More discussion ensued related to city trails.

## New Business

Memorial Tree Program – Director Musteen presented the Memorial Tree Program. This program was drafted and approved by the Peculiar Tree Board. Musteen gave a brief overview of the tree board for the new Park Board members. General discussion ensued on the program. A motion to accept the memorial tree program by Member McKee, seconded by Member Riley, Motion passed with 4-0 voice vote.



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SGRWA Stream Clean-up – The South Grand River Watershed Alliance has selected Raisbeck Park for the 2014 Stream clean-up on October 18<sup>th</sup>. The Parks department will provide snacks. Anyone is invited to attend from 1pm – 4pm.

## Director's Report

Director Musteen reviewed his written director's report. The volleyball league tournament is scheduled for the upcoming weekend. Our teams are slated to play each other in the first round. Soccer has two weeks left in the season. League pictures are scheduled for Wednesday night the 15<sup>th</sup>. The basketball yard signs will be set out around town later in the week. Basketball is offered for boys and girls in 4<sup>th</sup> – 8<sup>th</sup> grade.

The Water department is installing a new water line at Raisbeck Park. It's a great cooperative effort and the Parks benefits greatly.

The Public Works department is helping with an asphalt overlay at Raisbeck Park in the next week.

Shelters have been rented out more in recent weeks. Vandalism at McKernan Park has been more frequent lately.

Public Comments – No public comments

## Board Member Directives

- Remove Senior Programs for the agenda
- Facebook the decorating contest including E-notify and the Ray-Pec Community Calendar
- Email Member Harlan a Basketball Form
- Reminder of the stream clean-up at Raisbeck

## Adjournment

BOA Liaison McCrea made a motion to adjourn at 6:56 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 and BOA Liaison McCrea.

**Approved: October 14, 2014**



# Peculiar Parks & Recreation

## MEMORANDUM

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**To:** Park Board  
**From:** Nathan Musteen  
**Date:** November 10, 2014  
**Agenda Item:** 6A  
**Subject:** Holiday Home Decorating Contest Update

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### BACKGROUND

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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 began seeking donations to help supplement the expense of the contest and provide contest prizes.

One sponsor has donated two (2) \$25 gift certificates as prize winners.

Information has been posted on the city website, channel 7 and on facebook.

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### ACTION

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Take some flyers and pass out.

Staff will notify the Park Board via email if any registrations have been received. At that time, we will recruit members of the Board to serve as official judges on December 11<sup>th</sup> beginning at 6pm.

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### ATTACHMENT

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- Program Flyer (with sponsor listing)

# 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 11<sup>th</sup>  
**Time:** 6:00pm – 8:00pm (*be sure your lights are on*)  
**Fee:** \$5.00 per house  
**Registration Deadline:** December 10<sup>th</sup>.

**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*

\_\_\_\_\_  
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 \$25 gift card to *Katie's Café*, a special yard sign, 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

**Thanks to our Sponsor**



**Katie's Cafe**

208 S. State Route C  
Peculiar, MO 64078  
816-779-1005

Mon. 6:00 am - 3:00 pm  
Tue. to Fri. 6:00 am - 8:00 pm  
Sat. 6:00 am - 2:00 pm  
Sun. 7:00 am - 2:00 pm

*"We're not fast food, We're real food, real fast."*



# Peculiar Parks & Recreation

## MEMORANDUM

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**To:** Park Board  
**From:** Nathan Musteen  
**Date:** November 10, 2014  
**Agenda Item:** 6-B  
**Subject:** Raisbeck LWCF Trail Update

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### BACKGROUND

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#### Land Water Conservation Fund (LWCF)

- Federally funded grants through the U.S. Department of the Interior, National Park Service
- Administered by the State Inter-Agency Council for Outdoor Recreation (SIACOR) and the Department of Natural Resources

*Land and Water Conservation Fund grants are available to cities, counties and school districts to be used for outdoor recreation projects. Projects require a 55 percent match. All funded project sites are taken under perpetuity by the National Park Service and must only be used for outdoor recreational purposes. Development and renovation projects must be maintained for a period of 25 years or the life of the manufactured goods. Projects can be funded up to \$75,000.*

In April of 2013, Staff applied for the Land Water Conservation Fund Grant to help offset costs of building a nature trail around the perimeter of Raisbeck Park.

In September of 2013, we were notified that we passed the state requirements and that our application would be moving to Federal review board.

In March of 2014, we were awarded \$13,041.00 to supplement the costs of building a .75 mile natural path walking trail at Raisbeck Park. This is a 45% matching grant. Park Board and the Board of Alderman approved a total budget of \$28,980 to construct the trail. Reimbursement monies will be paid upon completion and a State Parks Inspection for final approval.

The trail will be a 5ft wide gravel path with wooden walking bridges and landscape/railroad tie boarders. Trail completion date is February 28, 2016.

This week, staff began constructing the trail now that much of the poison ivy and ticks have gone dormant. Fall and winter months are much easier to work given the dense area in which the trail will be constructed.

A map of the trail layout is attached and pictures are provided of the work already completed.

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### ACTION ITEMS

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No Action Needed

# Peculiar Parks & Recreation

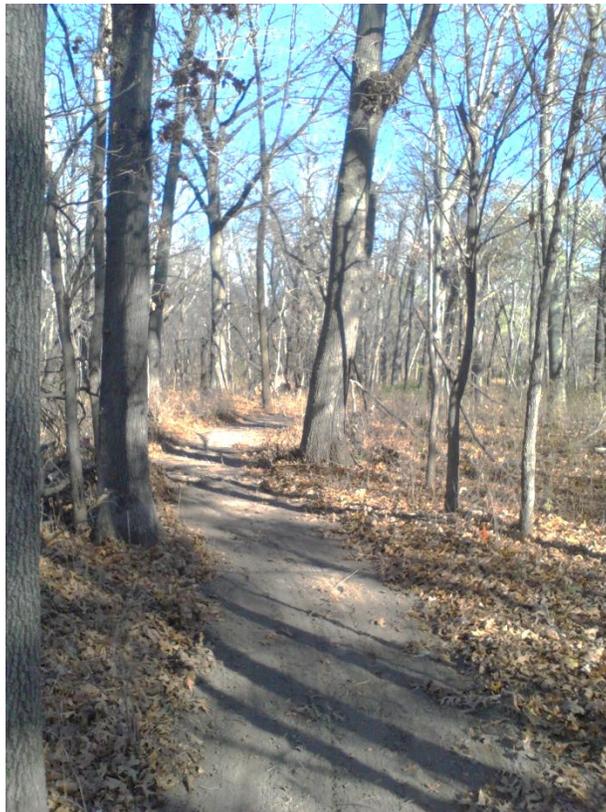
## MEMORANDUM



# Peculiar Parks & Recreation

## MEMORANDUM

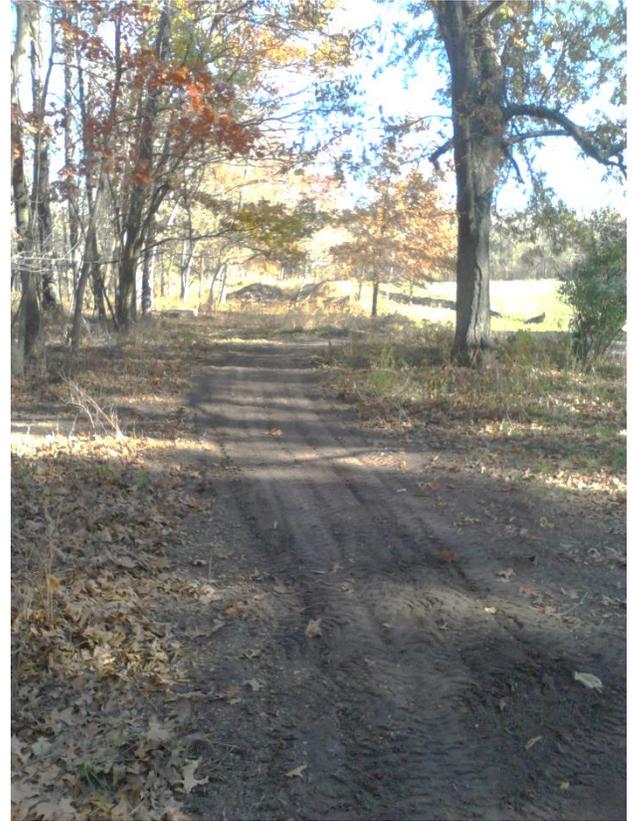
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# Peculiar Parks & Recreation

## MEMORANDUM

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# Peculiar Parks & Recreation

## MEMORANDUM

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**To:** Park Board  
**From:** Nathan Musteen  
**Date:** November 10, 2014  
**Agenda Item:** 7A  
**Subject:** Mayor's Park Rehab

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### BACKGROUND

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**Staff and city contractor, Excalibur, begin the initial phase of the Mayor's Park Rehab.**

Utilizing a piece of playground equipment that was removed from Raisbeck Park during its renovation, we began the process of repairing an area in Mayor's Park in which a vandalized piece of equipment was removed.

This is the first step toward preparing Mayor's Park for its 2015 facelift. The following list is on schedule to complete the rehab project at Mayor's park.

- 1) Install "Spider Gym" play feature in location of former play equipment (see pictures)
- 2) Mulch all play area and repair landscape timber border as needed
- 3) Trim trees
- 4) Mulch trees
- 5) Repair fence
- 6) Remove and cap the water fountain
- 7) Replace the water spigot with an in-ground water shut-off valve for city maintenance access only
- 8) Place one soccer goal for future practice space
- 9) Repair walking bridge (replace damaged boards)
- 10) Install park rules and regulation signs
- 11) Change name and replace sign with "Sutter's Creek Park"
- 12) Host a grand opening

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### ACTION ITEMS

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No Action Needed

# Peculiar Parks & Recreation

## MEMORANDUM

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# Peculiar Parks & Recreation

## MEMORANDUM

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**To:** Park Board  
**From:** Nathan Musteen  
**Date:** November 10, 2014  
**Agenda Item:** 7B  
**Subject:** South Metro Youth Basketball League

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### BACKGROUND

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The 2015 Youth Basketball registration period closed on Friday November 7<sup>th</sup>. The following registrations have been received thus far:

Division	Number of teams	Number of Volunteers	Number of Players	Coaches Needed:
4 <sup>th</sup> /5 <sup>th</sup> Boys:	2	1	14 Boys	1 more coach
6 <sup>th</sup> Boys:	1	0	5 Boys	1
7 <sup>th</sup> /8 <sup>th</sup> Boys:	1	1	8 Boys	--
4 <sup>th</sup> /5 <sup>th</sup> Girls:	1	0	6 Girls	1
6 <sup>th</sup> – 8 <sup>th</sup> Girls:	--	--	4 Girls	--

At this time, staff will begin recruiting 3 Coaches and talk with Raymore Parks and Recreation about combining the 6<sup>th</sup> – 8<sup>th</sup> grade girls division.

The South Metro Sports Group will be meeting Wednesday, November 12 at Peculiar City Hall to review the Basketball Rules, combine divisions as needed and prepare for the upcoming season.

In comparison to last year, registrations increased by 10 players. In discussing numbers with Belton, Raymore and Pleasant Hill, overall the registration for youth basketball is down considerably from last year. The success of the KC Royals may have some factor as basketball was not the popular topic in October.

Staff feels it is encouraging that our numbers grew while the other communities are declining.

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### ACTION ITEMS

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No Action Needed

# Peculiar Parks & Recreation

## DIRECTOR'S REPORT



**Prepared by:** Nathan Musteen  
**Month/Year:** November 2014

### ADMINISTRATIVE PROJECTS

- The Fall Soccer and Volleyball leagues are complete – End of Activity reports will be completed as final invoices are received.
- The Winter 2015 Youth Basketball Season is now closed – see staff report 7B for more basketball information
- Public Works and the Water Department have been working with Parks to restore water at Raisbeck. Work continues as we connect the lines and repair the trenches.
- Staff is working on the Application for Tree City USA. The deadline to apply is December 31<sup>st</sup>.
- The Memorial Tree Program is now in effect. Staff has been working on advertisement materials and a separate webpage to highlight the program.
- Staff has been working on the Raisbeck Trail as time and weather allows.
- Staff has been organizing the Raisbeck barn. We are disposing of a lot of trash and old items, sending some broken or unused items to the City auction and preparing the barn to be utilized as a Parks shop in anticipation of our full time employee in March.
- On October 18<sup>th</sup>, The South Grand Watershed River Alliance hosted their annual Stream Clean up event at Raisbeck Park. We had about 15 volunteers come out and pick up trash and debris in the woods and in the river. See pictures below:



# Peculiar Parks & Recreation

## DIRECTOR'S REPORT



# 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
- 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<sup>th</sup> due to weather delays. An extension was requested and denied. Cobra Contracting continued working and completed the grading, seeding and mulching on May 30<sup>th</sup>. 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.

# Peculiar Parks & Recreation

## DIRECTOR'S REPORT



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	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
Oct - Nov	City Administrative Staff is working with the Contractor to bring the project to an end.

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### PARKS REPORT

#### Peace Park:

- Park being mowed regularly

#### Mayor's Park:

- Park being mowed regularly
- Installed "Spider Gym", mulched and replaced landscape borders.

#### Raisbeck Park:

- Park being mowed regularly
- Park is closed for construction

#### McKernan Park:

- Park being mowed regularly
- More vandalism continues inside the restroom facilities
- Shelter cleaned and power-washed for rentals as needed
- The Restroom building will be winterized next week after our last picnic shelter on November 9<sup>th</sup>.

#### City Lake:

- Park being mowed regularly
- Mowing tall weeds around the shoreline

#### Shari Drive Park:

- Park being mowed regularly

#### 66 Acre Park:

- Trail being mowed regularly
- Removing branches and trees as necessary