

September 19, 2023

Park and Recreation Board Meeting

Packet

Park Board meeting minutes

Location: Salem Community Center @ The Armory, 1200 W Rolla St, Salem, MO 65560

Date: Monday, May 22nd, 2023

Time: 5:30

Attendees:

- Members
 - Carlos Lopez
 - Stacey Jones
 - Kristi Bermudez
 - Caleb Shepherd
- Attendees
 - Stan Podorski – KSMO
 - Kyle Williams – Alderman
 - Kala Sisco – Alderwomen
 - Stacey Houston – Finance Director
 - Sally Burbridge – City Administrator
 - Mellissa Dubois – Park Director
 - Ben Johnson – Salem News

Agenda items

1. Call to Order 5:30

2. Roll Call

3. Approve Minutes 5:31

- a. Caleb motioned to approve
- b. Kristi Bermudez seconded
- c. 4 - 0 approve

4. Park & Recreation Director Report 5:48

- a. Youth sports program
 - i. 40 teams this season for baseball
 - ii. Catchers and Batting Equipment purchased
 - iii. Drafts held without issue
 - iv. Games start first full week of June
- b. Summer Camp - Flyer made and taking admissions
- c. Pool
 - i. Scheduled to open May 27th
 - ii. Swim lesson schedule released
 - iii. Estimates acquired for pool led lighting upgrade
- d. Grounds and Satellite Parks

- i. Al Brown lighting - needs electric ran but poles are up
- ii. Al Brown Bleachers - needing repair, looking into options
- iii. Tree Plans - planted but windstorm damaged, attempting revival
- iv. Civic theater - Hosted multiple events successfully

5. Budget Review and Approval

- a. 3/8 sales tax showing increase through past years
- b. Projections
 - i. Revenues expected to be \$40k over (\$698k actual vs \$658k budgeted)
 - ii. Expenditures expected to be \$55k under (\$574k actual vs \$633k budgeted)
- c. Draft Budget
 - i. \$662k revenues
 - ii. \$674k expenditures
 - iii. A \$37k loss expected
- d. Fund Balances
 - i. Beginning balance - \$433k
 - ii. 25% reserve (\$127k)
 - iii. 5% annual reserve (\$25k)
 - iv. Ending Fund Balance - \$244k
- e. Questions
 - i. Stan Podorski asked about personal service fund being budgeted so high when past actuals have been around \$255k
- f. Motion to approve budget**
 - i. Caleb motioned**
 - ii. Kristi seconded**
 - iii. Board approved 4-0**

6. Tennis Court Repairs

- a. Court needs complete repair
- b. Upgrades to Tennis court to include pickleball

7. Adjournment

- a. Kristi motioned**
- b. Caleb seconded**
- c. Board approved 4-0**

210-PARK & RECREATION SUMMARY

	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 BUDGET	YTD 2023-24 8/31/2023	% of Budget
<u>REVENUES</u>					
SALES TAX	\$ 530,008	\$ 579,811	\$ 579,811	\$ 99,504	17%
PERMITS/LICENSES/FEES	\$ 420	\$ -	\$ -	\$ 165	
OTHER	\$ 1,217	\$ -	\$ -	\$ -	
CHARGES FOR SERVICES	\$ 123,608	\$ 171,196	\$ 93,500	\$ 30,443	33%
MISCELLANEOUS	\$ 338	\$ 16,250	\$ 1,000	\$ (36)	-4%
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ 18,486	\$ -	0%
TOTAL REVENUES	\$ 655,591	\$ 767,258	\$ 692,797	\$ 130,076	19%
<u>EXPENDITURE SUMMARY</u>					
Personnel	\$ 253,263	\$ 288,530	\$ 350,706	\$ 80,080	23%
SUPPLIES	\$ 28,719	\$ 25,186	\$ 42,250	\$ 6,257	15%
MAINTENANCE	\$ 29,090	\$ 25,933	\$ 47,500	\$ 978	2%
MISCELLANEOUS	\$ 31,101	\$ 41,751	\$ 44,407	\$ 9,053	20%
UTILITIES	\$ 19,698	\$ 23,192	\$ 33,628	\$ 9,475	28%
CAPITAL IMPROVEMENTS	\$ 146,360	\$ 111,985	\$ 149,306	\$ -	0%
TOTAL EXPENDITURES	\$ 508,230	\$ 516,577	\$ 667,797	\$ 105,843	16%
REVENUES OVER/(UNDER) EXPENDITURES	\$ 147,361	\$ 250,681	\$ 25,000	\$ 24,233	
OTHER SOURCES	\$ -	\$ -	\$ -	\$ -	
OTHER USES	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	\$ 122,361	\$ 225,681	\$ 0	\$ 24,233	

210-PARK & RECREATION DETAILS

	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 BUDGET	YTD 2023-24 8/31/2023	% of Budget
REVENUES					
PARK SALES TAX-3/8%	530,008	579,811	\$ 579,811	\$ 99,504	17%
SALES TAX	\$ 530,008	\$ 579,811	\$ 579,811	\$ 99,504	17%
INSUFFICIENT CHECK CHARGE	420	-	\$ -	\$ 165	0%
PERMITS/LICENSES/FEES	\$ 420	\$ -	\$ -	\$ 165	
RECYCLING GRANT	-	-	\$ -	\$ -	0%
ACC PLAYGROUND EQUIP GRANT	-	-	\$ -	\$ -	0%
TAP GRANT	-	-	\$ -	\$ -	0%
EAT SMART IN THE PARK GRANT	1,217	-	\$ -	\$ -	0%
OTHER	\$ 1,217	\$ -	\$ -	\$ -	0%
PAVILION RENTALS	2,950	2,255	\$ 2,000	\$ 1,260	63%
LITTLE LEAGUE BALL SIGN UP FEE	11,982	18,557	\$ 10,000	\$ -	0%
AL BROWN FIELD USER FEES	(105)	350	\$ 500	\$ -	0%
LITTLE LEAGUE FIELD USER FEE	-	-	\$ -	\$ -	0%
LITTLE LEAGUE SPONSORS	6,650	8,900	\$ 5,000	\$ 200	4%
BASKETBALL USER FEES	3,525	5,295	\$ 4,000	\$ -	0%
BASKETBALL SPONSOR FEE	1,198	1,500	\$ 1,000	\$ -	0%
START SMART SPORTS	-	-	\$ -	\$ -	0%
SOCCER SIGN UP FEES	5,405	10,050	\$ 7,000	\$ -	0%
SOCCER SPONSOR FEES	3,425	6,475	\$ 2,000	\$ -	0%
FLAG FOOTBALL SIGN UP FEES	4,095	5,300	\$ 4,000	\$ -	0%
FLAG FOOTBALL SPONSOR FEE	3,111	4,900	\$ 2,500	\$ -	0%
LL FOOTBALL DONATION-EQUIPMENT	-	-	\$ -	\$ -	0%
FB-SKILLS & DRILLS SIGN UPS	1,980	3,400	\$ 1,500	\$ -	0%
FB-SKILLS & DRILLS SPONSOR	-	1,000	\$ -	\$ -	0%
KICKBALL USER FEE	-	-	\$ -	\$ -	0%
SUMMER CAMP SIGN UPS	5,450	5,150	\$ 3,000	\$ 200	7%

	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 BUDGET	YTD 2023-24 8/31/2023	% of Budget
<i>LIGHT UP IN THE PARK-SPONSOR F</i>	595	1,050	\$ 1,000	\$ -	0%
<i>POOL RECEIPTS</i>	47,782	56,683	\$ 30,000	\$ 17,334	58%
<i>AL BROWN CONCESSION</i>	652	2,812	\$ 500	\$ -	0%
<i>LITTLE LEAGUE CONCESSIONS</i>	3,296	8,491	\$ 2,500	\$ 1,761	70%
<i>POOL CONCESSIONS</i>	20,967	17,578	\$ 12,000	\$ 9,688	81%
<i>SUMMER FOOD PROGRAM</i>	-	-	\$ -	\$ -	0%
<i>SALE OF FIXED ASSETS</i>	-	10,400	\$ -	\$ -	0%
<i>CIVIC THEATER RECEIPTS</i>	650	1,050	\$ 5,000	\$ -	0%
CHARGES FOR SERVICES	\$ 123,608	\$ 171,196	\$ 93,500	\$ 30,443	33%
<i>MISCELLANEOUS</i>	175	1,692	\$ -	\$ (36)	0%
<i>SUPER NOW INTEREST</i>	163	14,558	\$ 1,000	\$ -	0%
<i>COP INVESTMENT INCOME</i>	-	-	\$ -	\$ -	0%
<i>DONATIONS</i>	-	-	\$ -	\$ -	0%
<i>NON CASH DONATION</i>	-	-	\$ -	\$ -	0%
<i>TELECOM TAXES PROTESTED</i>	-	-	\$ -	\$ -	0%
MISCELLANEOUS	\$ 338	\$ 16,250	\$ 1,000	\$ (36)	-4%
RESERVES FROM PRIOR YEAR	\$ -	\$ -	\$ 18,486	\$ -	0%
TOTAL REVENUES	\$ 655,591	\$ 767,258	\$ 692,797	\$ 130,076	19%
<u>EXPENDITURE SUMMARY</u>					
<i>SUPERVISION</i>	49,177	49,219	\$ 52,055	\$ 7,854	15%
<i>OPERATING</i>	82,603	104,940	\$ 115,063	\$ 16,610	14%
<i>CLERICAL</i>	-	-	\$ -	\$ -	0%
<i>CUSTODIAL</i>	-	-	\$ -	\$ -	0%
<i>CONCESSION</i>	7,024	9,488	\$ 8,000	\$ 4,923	62%
<i>FRONT DESK</i>	-	2,418	\$ -	\$ 3,153	0%
<i>LIFEGUARDS</i>	31,872	39,465	\$ 50,000	\$ 23,626	47%
<i>POOL MANAGER</i>	1,088	10,672	\$ 16,000	\$ 4,117	26%
<i>UMPIRES & REFEREES</i>	17,124	9,361	\$ 20,000	\$ 759	4%

	2021-2022	2022-2023	2023-2024	YTD 2023-24	% of
	ACTUAL	ACTUAL	BUDGET	8/31/2023	Budget
<i>SUMMER PROGRAM</i>	2,024	2,092	\$ 2,500	\$ 1,680	67%
<i>CIVIC THEATER</i>	140	-	\$ 10,000	\$ -	0%
<i>OVERTIME</i>	2,586	1,366	\$ 5,200	\$ 526	10%
<i>FICA</i>	15,226	17,261	\$ 22,305	\$ 4,827	22%
<i>UNEMPLOYMENT</i>	579	857	\$ 776	\$ 294	38%
<i>WORKERS COMPENSATION</i>	11,413	6,249	\$ 12,405	\$ 5,871	47%
<i>HEALTH INSURANCE</i>	20,272	18,918	\$ 19,185	\$ 3,107	16%
<i>SHORT-TERM DISABILITY</i>			\$ 615	\$ 120	19%
<i>LIFE INSURANCE</i>	156	202	\$ 202	\$ 29	14%
<i>RETIREMENT</i>	11,977	16,024	\$ 16,399	\$ 2,585	16%
Personnel	\$ 253,263	\$ 288,530	\$ 350,706	\$ 80,080	23%
<i>AL BROWN CONCESSIONS</i>	2,497	942	\$ 2,600	\$ -	0%
<i>BASKETBALL CONCESSIONS</i>	134	-	\$ 150	\$ -	0%
<i>CHEMICAL SUPPLIES</i>	7,543	5,796	\$ 12,000	\$ -	0%
<i>COMPUTER SUPPLIES</i>	3,752	120	\$ 1,500	\$ -	0%
<i>GENERAL SUPPLIES</i>	25	129	\$ 500	\$ -	0%
<i>JANITORIAL SUPPLIES</i>	815	2,159	\$ 1,500	\$ 331	22%
<i>FIELD SUPPLIES</i>	2,561	1,256	\$ 3,000	\$ 534	18%
<i>SUMMER CAMP SUPPLIES</i>	97	134	\$ 500	\$ 288	58%
<i>LITTLE LEAGUE CONCESSIONS</i>	2,192	2,606	\$ 3,000	\$ -	0%
<i>OFFICE SUPPLIES</i>	304	46	\$ 1,500	\$ -	0%
<i>CIVIC THEATER CONCESSIONS</i>	-	-	\$ 5,000	\$ -	0%
<i>POOL CONCESSIONS</i>	8,137	11,788	\$ 10,000	\$ 5,104	51%
<i>SUMMER FOOD SERVICE PROGRAM</i>	-	-	\$ -	\$ -	0%
<i>TOOLS</i>	662	210	\$ 1,000	\$ -	0%
SUPPLIES	\$ 28,719	\$ 25,186	\$ 42,250	\$ 6,257	15%
<i>BUILDING MAINTENANCE</i>	1,439	2,796	\$ 7,500	\$ -	0%
<i>EQUIPMENT MAINTENANCE</i>	8,035	1,931	\$ 8,500	\$ 49	1%
<i>LIGHTING MAINTENANCE</i>	-	-	\$ 2,000	\$ -	0%
<i>PARK MAINTENANCE</i>	4,010	6,002	\$ 6,000	\$ 684	11%

	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 BUDGET	YTD 2023-24 8/31/2023	% of Budget
<i>POOL MAINTENANCE</i>	13,185	14,833	\$ 20,000	\$ 179	1%
<i>PUBLIC GROUNDS</i>	198	-	\$ 1,000	\$ -	0%
<i>VEHICLE MAINTENANCE</i>	2,223	372	\$ 2,500	\$ 66	3%
MAINTENANCE	\$ 29,090	\$ 25,933	\$ 47,500	\$ 978	2%
<i>ADVERTISING</i>	748	336	\$ 1,000	\$ -	0%
<i>BOOKS & PERIODICALS</i>	-	-	\$ -	\$ -	0%
<i>FUEL-MOTOR VEHICLE</i>	5,737	7,553	\$ 9,102	\$ 1,360	15%
<i>GENERAL INSURANCE</i>	5,446	5,792	\$ 6,100	\$ 6,410	105%
<i>MEMBERSHIPS</i>	-	165	\$ 500	\$ -	0%
<i>MISCELLANEOUS</i>	1,329	15	\$ 500	\$ -	0%
<i>RENT</i>	-	-	\$ 205	\$ -	0%
<i>TRAVEL</i>	-	-	\$ 2,000	\$ -	0%
<i>SAFETY</i>	150	-	\$ 250	\$ -	0%
<i>SPECIAL SERVICES</i>	1,432	6,902	\$ 5,000	\$ -	0%
<i>SQUARE PROCESSING FEE</i>	-	-	\$ 500	\$ -	0%
<i>WEARING APPAREL</i>	1,374	2,592	\$ 2,500	\$ 1,283	51%
<i>BALL EQUIP/UNIFORMS/TROPHIES</i>	6,944	8,414	\$ 6,000	\$ -	0%
<i>SOCCER EQUIP/UNIFORMS/TROPHIES</i>	2,341	4,061	\$ 4,000	\$ -	0%
<i>FLAG FOOTBALL EQUIP/UNIF/TROPH</i>	2,418	3,120	\$ 3,000	\$ -	0%
<i>BASKETBALL EQUIP/UNIFORM/TROPH</i>	1,479	2,011	\$ 2,250	\$ -	0%
<i>LL FOOTBALL EQUIPMENT</i>	406	187	\$ 500	\$ -	0%
<i>FOOTBALL SKILLS & DRILLS</i>	-	-	\$ -	\$ -	0%
<i>START SMART SOCCER</i>	-	-	\$ -	\$ -	0%
<i>VOLLEYBALL</i>	-	-	\$ -	\$ -	0%
<i>LIGHT UP THE PARK</i>	761	602	\$ 1,000	\$ -	0%
<i>GRANT EXPENSES</i>	536	-	\$ -	\$ -	0%
MISCELLANEOUS	\$ 31,101	\$ 41,751	\$ 44,407	\$ 9,053	20%
<i>UTILITIES-ELECTRIC</i>	16,808	18,782	\$ 24,000	\$ 5,266	22%
<i>UTILITIES-NATURAL GAS</i>	-	-	\$ -	\$ -	0%
<i>UTILITIES-SEWER</i>	90	143	\$ 2,500	\$ 1,101	44%

	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 BUDGET	YTD 2023-24 8/31/2023	% of Budget
UTILITIES-WATER	507	1,417	\$ 4,000	\$ 2,739	68%
UTILITIES-TELEPHONE	2,294	2,850	\$ 3,128	\$ 369	12%
UTILITIES	\$ 19,698	\$ 23,192	\$ 33,628	\$ 9,475	28%
TAP GRANT	-	-	\$ -	\$ -	0%
COMMUNITY CENTER GYM NAP	-	-	\$ -	\$ -	0%
COP POOL & BATHHOUSE PAYMENT	109,306	106,990	\$ 109,306	\$ -	0%
POOL IMPROVEMENTS	-	-	\$ -	\$ -	0%
CRACK SEALING TENNIS COURTS	-	-	\$ -	\$ -	0%
UTILITY TRACTOR	-	-	\$ -	\$ -	0%
SECURITY SYSTEM CAMERA	5,000	-	\$ -	\$ -	0%
INFIELD DIRT	-	-	\$ -	\$ -	0%
WORK TRUCK(S)	32,054	-	\$ 35,000	\$ -	0%
ACCESSIBLE PLAYGROUND GRANT	-	-	\$ -	\$ -	0%
PARK CAP IMPROVEMENTS	-	4,995	\$ 5,000	\$ -	0%
HANDRAIL BY BRIDGE	-	-	\$ -	\$ -	0%
PLAYGROUND SPLASH PAD	-	-	\$ -	\$ -	0%
SOCCER FIELD IMPROVEMENTS	-	-	\$ -	\$ -	0%
IMPROVEMENT SIGNS	-	-	\$ -	\$ -	0%
INTEREST EXPENSE-COP	-	-	\$ -	\$ -	0%
2017B COP-COST OF ISSUANCE	-	-	\$ -	\$ -	0%
CAPITAL OUTLAY	-	-	\$ -	\$ -	0%
CAPITAL IMPROVEMENTS	\$ 146,360	\$ 111,985	\$ 149,306	\$ -	0%
TOTAL EXPENDITURES	\$ 508,230	\$ 516,577	\$ 667,797	\$ 105,843	16%
REVENUES OVER/(UNDER) EXPENDITURES	\$ 147,361	\$ 250,681	\$ 25,000	\$ 24,233	
OTHER SOURCES	\$ -	\$ -	\$ -	\$ -	
OTHER USES	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	
REVENUE & OTHER SOURCES OVER/					

	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 BUDGET		YTD 2023-24 8/31/2023	% of Budget
(UNDER) EXPENDITURES & OTHER USES	\$ 122,361	\$ 225,681	\$ 0		\$ 24,233	

Trail Care Needed

I walked along the railroad trail the other day and dreamed of what memories it held for members of our community and tourists yet to experience the wonders of its past. Jay Anderson will, in a moment, share with you some of the Salem businesses that bordered this active rail system. The trail needs some loving attention if my dream of its future is to become a reality.

So dream with me for a few minutes as I describe its present condition and potential future. Its sickness is neglect and maybe a lack of seeing its future potential. Lights along and above the trail have been vandalized and no longer function. The culprits that defaced this trail may not respect its existence because they do not know its history nor care about its future. Presently, it is a trail of abuse but a trail with much future potential. As I walked its length, I saw the Steelman benches overlooking the Salem Care Center, used by old and young, rotting away and unable to support a person's weight. I saw tree limbs fallen, waiting for removal, and some, but not much, human litter along the way. When I reached the trestle bridge, I was greeted with a sign that said, "No Transpassing". I do not believe the bridge is beyond repair. Mr. Nash said the hand railing is presently not safe but could be repaired, maybe replaced. All of the above can be completed with a bit of time and effort involving members of our community and city workers.

These repairs make the trail more usable but **do not** fulfill my dream of its future. However, its future can only become a reality if the aldermanic board gives Jay and me a vote of confidence.

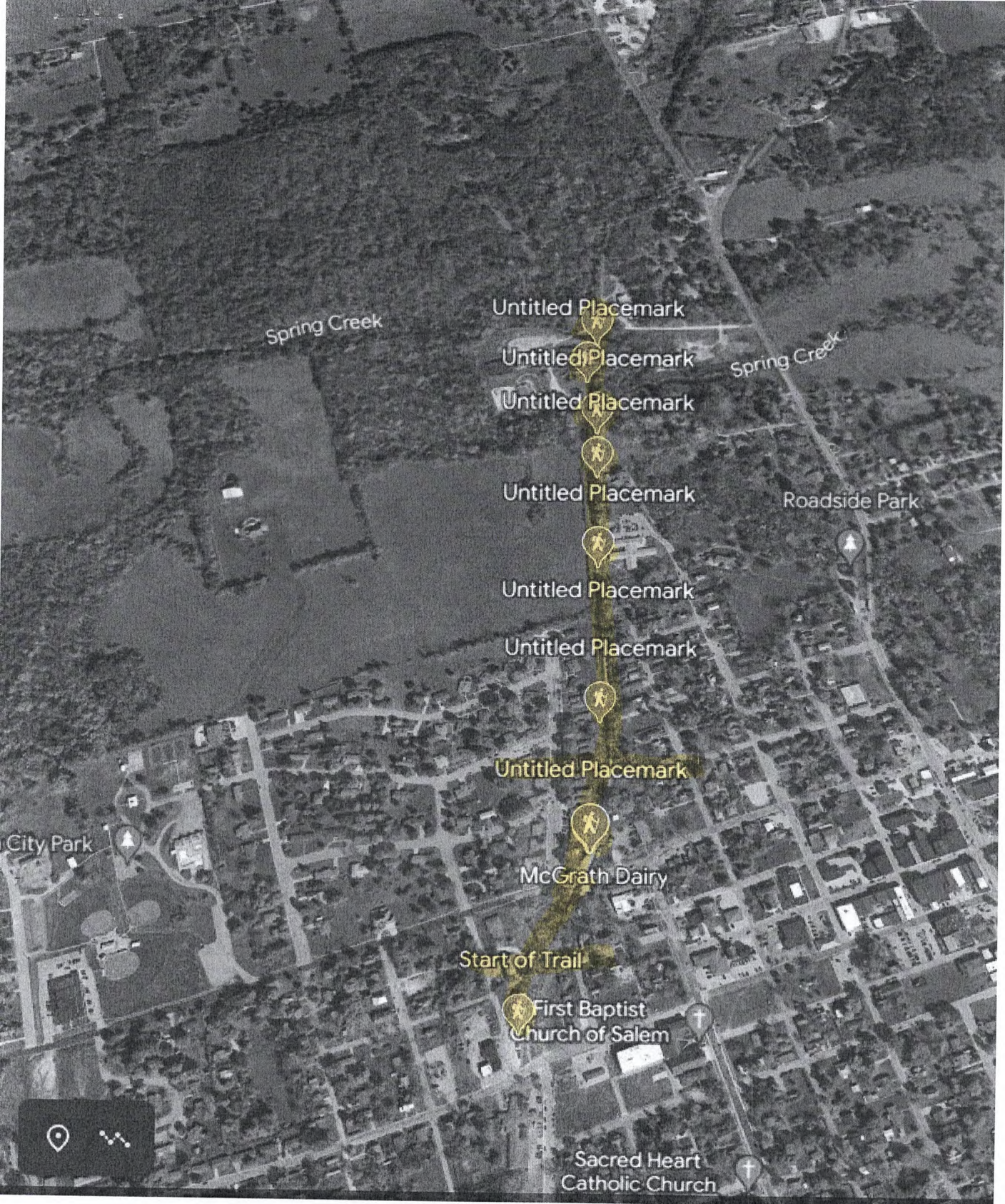
So dream with me as I describe its future. Upon seeing a two-sided sign at its entrance, located on the North side of the Southeast Behavioral Health Center, a tourist will be greeted with information identifying the historical and natural wonders of the trail. This entrance to the trail will also provide parking opportunities for those traveling by car. By identifying the trailhead

here with a 5 X 8-foot sign, all students and parents will recognize the trail's existence as they travel to and from school events. Starting here, they travel along a tree canopy paved path with trees and plants identified by signs from our Missouri Conservation Department. As their walk or bike ride continues across Rolla Road, another entrance point with available parking, another small sign will be placed, identifying the continuation of the trail. This part of the trail will also contain markers identifying various businesses and flora on either side of this portion of the track. The path may also require planting hard maples, redbuds, and dogwoods to beautify the lower part of the trail. This lower portion may need additional benches located at sights with plaques describing the locations of past businesses. Adding benches strategically located along the trail will allow older folks some rest time.

This trail extends the effort that recently supported Salem's Historic Walking Tour. Both this trail and the Tiger Trail's lack of use may be because no brochures exist anywhere for either of these trails and the fact that both this trail and the Tiger Trail **are not identified on the Ruble Surveying City Map**. Two problems that can be corrected as Jay and I move forward with this project.

Again, I ask the council members to consider the potential of this project, which will have little impact on our city's finances.

John B. Hambacker



Proposed Signs for New Walking Tour Trail

- Runaway Ore Cart
- McGrath Dairy
- Elmer Park
- Salem Bottle Works
- Ice Plant
- Picnics at the Creek
- Frisco Roundhouse



