

Centralia Park Board Meeting Minutes (unapproved)
Tuesday, February 16, 2016
Centralia Recreation Center –12:00 PM

Park Board Members Present: Mike Kinkead, Bev Reynolds, Harold Ward, Richard Dickerson, Laurie Peavler, JoDean Newsted, Marilyn Dick, and Harold Beasley.

Also Present: Erle Bennett-Park Director, Andrea Owens-Park Department Secretary.

Meeting was called to order at 12:02 p.m. by Park Board President, Mike Kinkead.

Minutes from the January 19, 2016 meeting were approved by consent.

Treasurer's Report was approved by consent.

Bev Reynolds moved with a second from Harold Ward that the Park Board of the City of Centralia, Missouri hold a closed meeting and a closed vote today, and the purposes of such closed session and closed vote shall be hiring, firing, disciplining or promotion of particular employees by a public governmental body when personal information about the employee is discussed or recorded, as provided for under Section 610.021 (2) of the Revised Statutes of Missouri. Mike Kinkead asked that this motion be adopted by roll call vote. Richard Dickerson seconded the motion. The motion passed with the following vote: Voting For: Mike Kinkead, Marilyn Dick, Richard Dickerson, Laurie Peavler, JoDean Newsted, Harold Beasley, Harold Ward, and Bev Reynolds. Voting Against: None. The session was closed.

During the closed session, Bev Reynolds moved that the Park Board of the City of Centralia change to pay rate of the Secretary position to \$13.05 per hour, not to exceed 76 hours in any 2 week pay period, and to include paid benefits effective April 4, 2016. Marilyn Dick seconded the motion. The motion passed with the following vote: Voting For: Mike Kinkead, Bev Reynolds, Richard Dickerson, Harold Ward, Harold Beasley, Laurie Peavler, JoDean Newsted, and Marilyn Dick. Voting Against: None.

Richard Dickerson moved with a second from Harold Beasley to approve the attached wage scale effective April 4, 2016. Voting For: Mike Kinkead, Bev Reynolds, Richard Dickerson, Harold Ward, Harold Beasley, Laurie Peavler, JoDean Newsted, and Marilyn Dick. Voting Against: None

There being no further business to discuss, Richard Dickerson moved to return to open session. Harold Ward seconded the motion. The motion passed with the following vote: Voting For: Mike Kinkead, Bev Reynolds, Richard Dickerson, Harold Beasley, Marilyn Dick, Laurie Peavler, JoDean Newsted, and Harold Ward. Voting Against: None. The session was opened.

Recreation Center

It was reported that the Recreation Center currently has 2,821 members. Last month the membership total was 2,767 and last year the membership total was 2,721.

The new six week class session began February 15, 2016 and will end March 25, 2016. This session includes the following classes:

- ❖ 5 AM Aerobics held MWF from 5:00 a.m. to 6:00 a.m. taught by Emily Hedrick.
- ❖ Ball/Body Bar Yoga held MWF from 8:30 a.m. to 9:30 a.m. taught by Christyne Robertson.
- ❖ Traditional Yoga held TTH from 8:30 a.m. to 9:30 a.m. taught by Andrea Owens.
- ❖ Seniors in Shape held MWF from 10:00 a.m. to 11:00 a.m. taught by Christyne Robertson.
- ❖ Mom's Fit held MWF from 12:00 p.m. to 1:00 p.m. taught by Samantha Bryson.
- ❖ NEW 20 DAY CHALLENGE class Part 3 held M-F from 5:30 p.m. to 6:30 p.m. taught by Taylor Ross and Christyne Robertson.

The Park Director reported that a trench drain will be installed in front of the Recreation Center to eliminate the ice buildup at the entryway.

The Park Director reported that the Recreation Center plans on hosting a movie night in the gymnasium, with hopes of the first one taking place in March. Details to be announced at a later date.

Park Report

The Park Director reported that approximately 20-25 trees were removed from the Parks this fall. The stumps will be removed this spring.

The Park Director reported that the dug outs at North Field are now ADA compliant, and that the following projects will be completed this spring: 2 gates installed for the dug outs, new roof for dug outs, and the restrooms at the City Park ball fields will be modified to be brought into ADA compliance.

The Park Director reported that the list of Summer help will be presented at the next meeting.

Pool Report

The Park Director reported that the Splash pad is now complete with plumbing and concrete.

The Park Director reported that there will be no pool price changes occurring this year.

Budget Proposal

Harold Ward moved with a second from Richard Dickerson to approve the attached proposed Rec Center budget, Park budget, and Pool budget. Motion passed unanimously.

Bev Reynolds moved with a second from Marilyn Dick to approve the attached proposed transfers for March 2016. Motion passed unanimously.

Items Which May Arise

Richard Dickerson moved with a second from Harold Ward to accept the \$200 bid from Aaron Zoellers for both diving boards and platforms, and the \$150 bid from Jim Kempker for the pool slide. Motion passed unanimously.

The Park Director reported New Beginnings Church has reserved the City Square on Saturday, April 23, 2016 from 1:00 p.m. to 3:00 p.m.

The Park Director reported that the Lordship Tributors will be utilizing the City Square on Saturday, June 11, 2016 from noon to 11:00 p.m. for dancing.

Next regular meeting scheduled for noon on Tuesday, March 15, 2016.

A special meeting is scheduled for noon on Monday, February 22, 2016.

Meeting adjourned at 1:08 p.m.

Respectfully submitted, Andrea Owens Parks and Recreation Dept Secretary

Centralia Parks & Recreation Dept. Wage Scale

Effective 4/4/16

Proposed 2/16/16

Grade A adjusted 1/1/15 with Minimum Wage

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	COLA
A	\$7.65	\$7.96	\$8.27	\$8.61	\$8.95	\$9.31	
B	\$7.84	\$8.15	\$8.48	\$8.82	\$9.17	\$9.54	
C	\$8.70	\$9.05	\$9.41	\$9.79	\$10.18	\$10.58	
D	\$9.66	\$10.14	\$10.65	\$11.18	\$11.74	\$12.33	
E	\$10.53	\$11.06	\$11.61	\$12.19	\$12.80	\$13.44	
F	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	

Job Classification

Position Title	Wage Scale
Youth Rec. Asst.	A
Concessions	A
Custodial	A
Asst. Swim Team Coach	B
Receptionist	B
Life Guard	C
Head Swim Team Coach	C
Fitness Instructor	C
Aqua Size Instructor	C
Swim Lesson Instructor	D
Maintenance	D
Park Secretary	D
Pool Shift Leader	D
Youth Rec. Director	E
Director Swim Lessons	E
Pool Manager	E
Head of Maintenance	F
COLA = CURRENT SALARY + ____ 2.50% Of Step 1	

Secretary to be paid \$13.05 per hour.

Park Secretary position subject to yearly COLA increases approved yearly by the Park Board.

Position limited to 76 hours in any 2 week pay period.

Centralia Recreation Center
Proposed Budget for 2016-17

Estimated Expenses

02 01 06 01

	Budget 2015-16	Est. Final 2015-16	Estimated 2016-17
1 Salaries-	\$127,050.00	\$135,500.00	\$147,500.00
10 Accrued employee Benefits-	\$16,600.00	\$23,800.00	\$26,000.00
101 Postage and Freight	\$300.00	\$150.00	\$300.00
110 Printing	\$700.00	\$300.00	\$600.00
120 Dues, Memberships, Tuition	\$2,200.00	\$700.00	\$1,000.00
130 Utilities - Electricity	\$24,000.00	\$23,000.00	\$24,000.00
131 Utilities - Water	\$400.00	\$535.00	\$600.00
132 Utilities - Gas	\$7,500.00	\$2,400.00	\$6,000.00
133 Utilities - Telephone	\$1,500.00	\$1,000.00	\$1,200.00
150 Contract Labor	\$8,000.00	\$9,200.00	\$9,500.00
160 Repair Service	\$1,500.00	\$4,200.00	\$4,500.00
170 Lease Maintenance Agreements	\$3,450.00	\$4,200.00	\$4,200.00
190 Insurance	\$5,200.00	\$4,951.00	\$5,000.00
201 Office Supplies	\$2,400.00	\$1,300.00	\$1,600.00
210 Operating Supplies	\$16,000.00	\$16,200.00	\$17,000.00
230 Refreshment Supplies	\$9,250.00	\$8,500.00	\$8,750.00
231 Recreation Supplies	\$7,500.00	\$6,400.00	\$7,000.00
301 Bank Fee Charges	\$2,200.00	\$0.00	\$0.00
490 Equipment Use Charges	\$0.00	\$0.00	\$0.00
509 Capital Outlay	\$23,000.00	\$23,290.00	\$7,000.00
806 Transfer to Pool Fund	\$0.00	\$7,000.00	\$11,000.00
901 Miscellaneous	\$0.00	\$569.00	\$0.00
Pool Renovation-Misc.	0	0.00	0
Total	\$258,750.00	\$273,195.00	\$282,750.00

Estimated Income

02-01-06

	Budget 2015-16	Est. Final 2015-16	Estimated 2016-17
Money From Nonencumbered Balance			
44-710 20 Pass Card Fee	\$4,539.00	\$4,100.00	\$4,182.00
44-711 Annual Membership-All Individual	\$45,900.00	\$50,834.00	\$51,850.00
44-712 Daily Admission Fee	\$11,800.00	\$13,279.00	\$13,544.00
44-713 Annual Membership-Family	\$126,480.00	\$138,800.00	\$141,576.00
44-714 Annual Membership-All Couples	\$38,556.00	\$40,961.00	\$41,780.00
44-716 Concessions	\$13,650.00	\$13,900.00	\$13,900.00
44-719 Group Class/Clinic Fees	\$15,700.00	\$16,400.00	\$16,000.00
44-790 Rental Fees	\$1,000.00	\$650.00	\$600.00
46-110 Interest	\$500.00	\$580.00	\$500.00
46-990 Miscellaneous	\$625.00	\$82.00	\$100.00
Total	\$258,750.00	\$279,586.00	\$284,032.00

Centralia Park Department

Proposed Budget for 2016-2017

Park Estimated Expenses

02 01 02 01	Budget 2015-16	Est. Final 2015-16	Estimated 2016-17
1 Salaries-	\$79,500.00	\$96,600.00	\$95,000.00
10 Accured employee Benefits-	\$13,250.00	\$17,475.00	\$15,200.00
101 Postage and Freight	\$100.00	\$47.00	\$150.00
110 Printing	\$400.00	\$150.00	\$400.00
120 Dues, Memberships, Tuition	\$0.00	\$0.00	\$0.00
130 Utilities - Electricity	\$4,000.00	\$3,488.00	\$3,900.00
131 Utilities - Water	\$1,850.00	\$1,900.00	\$2,100.00
133 Utilities - Telephone	\$775.00	\$1,160.00	\$1,200.00
150 Contract Labor	\$5,500.00	\$8,267.00	\$8,500.00
160 Repair Services	3,000.00	\$1,027.00	1,500.00
170 Lease Agreement	\$1.00	\$121.00	\$121.00
180 Meals, Lodging, Travel	\$0.00	\$0.00	\$0.00
190 Insurance	\$2,400.00	\$2,555.00	\$2,600.00
201 Office Supplies	\$0.00	\$0.00	\$0.00
210 Operating Supplies	\$16,500.00	\$40,853.00	\$26,000.00
220 Tools and Small Equipment	\$3,300.00	\$6,974.00	\$3,500.00
230 Refreshment Supplies	\$9,000.00	\$7,777.00	\$8,500.00
231 Recreation Supplies/Expenses	\$1,000.00	\$127.00	\$4,500.00
301 Bank Fee Charges	\$0.00	\$0.00	\$0.00
490 Equipment Use Charges	\$2,000.00	\$0.00	\$2,000.00
509 Miscellaneous (Capital Outlay)	\$0.00	\$304.00	\$17,000.00
510 Building Improv Ball Field Renovation	\$19,291.00	\$26,371.00	\$25,000.00
803 Transfer to Pool Activity	\$24,000.00	\$6,500.00	\$11,000.00
901 Miscellaneous (Equipment)	\$0.00	\$55.00	\$0.00
Total	\$185,867.00	\$221,751.00	\$228,171.00

Park Estimated Income

02-01-02	Budget 2015-16	Est. Final 2015-16	Estimated 2016-17
1% Growth			
Money from Unencumbered Reserve	\$0.00	\$0.00	\$0.00
41-111 Real.Prop. Tax Current-	\$100,427.00	\$110,000.00	\$111,000.00
41-112 Personal Prop. Tax Current-	\$31,790.00	\$37,000.00	\$37,370.00
41-113 Business Surcharge	\$33,200.00	\$36,500.00	\$36,500.00
41-120 R.R. \$ Fina. Current	\$4,800.00	\$5,662.00	\$5,600.00
41-121 Financial Institution Tax	\$0.00	\$15.00	\$0.00
41-211 Prop.Tax Deling, 1st Year	\$3,500.00	\$5,600.00	\$4,900.00
41-212 Prop.Tax Deling, 2nd Year	\$1,400.00	\$2,100.00	\$1,500.00
41-320 Penalty of Prop. Tax	\$1,200.00	\$1,390.00	\$1,400.00
44-730 Park Concessions	\$5,250.00	\$7,241.00	\$9,000.00
46-110 Interest	\$200.00	\$112.00	\$100.00
46-410 Transfer from General	\$1,600.00	\$2,724.00	\$2,800.00
46-451 Transfer from Water Dept.	\$0.00	\$0.00	\$0.00
46-719 Group Class/Clinic Fees	\$500.00	\$0.00	\$0.00
46-453 Transfer from Park Sales Tax	\$0.00	\$13,000.00	\$17,000.00
46-690 Contributions	\$0.00	\$25.00	\$0.00
46-990 Miscellaneous	\$2,000.00	\$1,201.00	\$1,200.00
Total	\$185,867.00	\$222,570.00	\$228,370.00

**Centralia Swimming Pool
Budget 2016-2017
Pool Estimated Expenses**

02 01 01 01

	Budget 2015-16	Est. Final 2015-16	Estimated 2016-17
1 Salaries and Wages	\$55,560.00	\$50,411.00	\$56,000.00
10 Accured Employee Benefits	\$6,700.00	\$5,883.00	6720
101 Postage and Freight	\$100.00	\$11.00	\$100.00
110 Printing and Publications	\$500.00	\$265.00	\$500.00
120 Dues and Memberships	\$500.00	\$585.00	\$750.00
130 Utilities - Electricity	\$2,900.00	\$2,840.00	\$3,000.00
131 Utilities - Water	\$2,600.00	\$1,262.00	\$2,600.00
132 Utilities - Propane	\$0.00	\$0.00	\$0.00
133 Utilities - Telephone/Wireless	\$700.00	\$508.00	\$1,200.00
150 Contract Labor/Repairs	\$5,000.00	\$3,868.00	\$1,200.00
180 Meals, Lodging, Travel	\$0.00	\$0.00	\$0.00
190 Insurance	\$200.00	\$215.00	\$250.00
201 Office Supplies	\$0.00	\$0.00	\$2,000.00
210 Operating Supplies	\$14,000.00	\$9,941.00	\$11,000.00
220 Tools and Small Equipment	\$200.00	\$0.00	\$500.00
230 Refreshment Supplies	\$6,000.00	\$8,143.00	\$8,500.00
232 Swim Team Expenses	\$2,500.00	\$3,049.00	\$3,100.00
233 Swim Suit Expenses	\$1,200.00	\$630.00	\$1,000.00
301 Bank Fee Charges	\$0.00	\$0.00	\$0.00
510 Building Improvements	\$15,000.00	\$16,826.00	\$0.00
Total	\$113,660.00	\$104,437.00	\$98,420.00

Pool Estimated Income

02-01-01

	Budget 2015-16	Est. Final 2015-16	Estimated 2015-16
Money from Unencumbered Balance	\$0.00	0	\$0.00
690 Other Contributions	\$0.00	\$0.00	\$0.00
710 Swim Card Fee	\$3,100.00	\$2,745.00	\$2,750.00
711 Pool Membership-Dues	\$1,800.00	\$1,070.00	\$1,100.00
712 Pool Admit Fee/Individual	\$30,500.00	\$29,962.00	\$30,000.00
713 Pool Admit Fee/Group	\$10,550.00	\$8,980.00	\$9,000.00
714 Swimming Lessons	\$2,000.00	\$2,255.00	\$2,300.00
716 Pool Concessions	\$16,800.00	\$14,001.00	\$14,000.00
717 Pool Parties 719 Less Other Chges.	\$3,600.00	\$6,405.00	\$6,400.00
790 Rec. Charges-Swim Team	\$5,120.00	\$6,711.00	\$6,700.00
791 Swim Suit Sales Receipt	\$1,200.00	\$669.00	\$1,000.00
801 Transfer From park	\$24,000.00	\$6,500.00	\$11,000.00
452 Transfer From Park Sales Tax	\$15,000.00	\$21,308.00	\$3,200.00
807 Transfer from Rec. Center	\$0.00	\$7,000.00	\$11,000.00
Total	\$113,670.00	\$107,606.00	\$98,450.00

Transfer Requests

2015-2016 Budget-Prior to 4/1/16

1. \$7,000.00 from Recreation Center to Swimming Pool.
2. \$6,500.00 from Park to Swimming Pool.
3. \$13,000.00 from Park Sales Tax to Park.