

Pendleton Park Board Meeting Minutes

December 4, 2023

- I. Meeting called to order at 6:01 pm by Park Board President Bryan Williams. Additional board members present: Vice President Ana Blake, Steve Wills, Brian Slick via Zoom, Lindsey Madinger, Laure a Gray and Coco Bill. Also present, Park Director Aaron Burris, Director of Maintenance Donnie Meyer, Park Secretary Bobbi Cline, Marissa Skaggs, Tom Wilson, Jo Scott, Kim Barnhart, and Stephanie Buck.
- II. Approval of Minutes
Motion to approve October 25, 2023, meeting minutes made by Coco Bill, 2nd by Laretta Gray. October meeting minutes were approved.
- III. New Business
 - a. Sports Complex Parking
 - i. Two options were presented for new sports complex parking configuration. A third option could be a combination of the two, i.e. allowing for the road in option 2.
 - ii. Any new parking configuration must be approved by Banning Engineers after they do a car count. iii. Aaron suggests option 1 and says it should be able to be completed by opening day 2024.
- IV. Old Business - None
- V. Public Comments - None
- VI. Sahn's Smokehouse - Report Submitted
 - a. The board requests a monthly revenue report be submitted along with Sahn's monthly report.
 - b. Sahn's lease is up in January 2024; one year is the suggested term for the new lease.
- VII. Friends of Falls Park – Stephanie Buck
 - a. Hot chocolate nights have started and already have a good turnout.
 - b. FoFP are selling 2024 Calendars featuring photos from Falls Park. They can be purchased at town hall.
 - c. FoFP have been looking into training on board development and planning. They are requesting funds from the park to help pay for training. Ana Blake: Funds should be used for Park staff training first.
- VIII. Sports Complex – Report Submitted
 - a. We are still waiting on the new scoreboard for the small diamond.
 - b. The air conditioning for the concession stand is hanging on but will need to be replaced soon. The park will ask to split the cost with PJB.
 - c. Funds from concession rent or proceed split can help to maintain buildings and sports complex. This will be added to the January agenda.
 - d. PJB and PJF will have their lease meetings in January and February, respectively.
- IX. Maintenance – Donnie Meyer, Director of Maintenance
 - a. Report submitted.
 - b. Large Frosty decoration was ruined by vandals and has been replaced; Bathroom vandalism continues with staff working hard to keep up and mitigate damages; the playground 'hill' will be

redone in the spring as there has been extensive wear on the turf; Donnie would like to have custom table built for park office, plans and pricing to come.

X. Director's Report – Aaron Burris, Park Director

a. Report submitted:

- i. Per EMA and PPD the park should not plan on hosting an event for the 2024 eclipse.
- ii. Playground hours are to be posted along with rules.
- iii. Coco Bill: Can we investigate paving golf cart paths on the golf course?
- iv. Repairs to the pool this winter should be about \$1500 and will be completed before the 2024 season.
- v. Bryan Williams: Why is there such a large difference in 2022/2023 revenue? Staffing goals were met this year as well as raising wages to be better compete with surrounding pools/aquatic centers.
- vi. In regard to the Five Year Plan, Steve Wills requests that the wording 'removal of low head dam' be removed. Further discussion regarding the low head dam ensued: Bryan Williams commented - we have done what the State expects with proper signage and that is all we are obligated to do. The dam is the property of the town of Pendleton and no decision has been made to remove it. If it is required to do so in the future, this will be a partner (town & park) collaboration.

XI. 2024 Salary Resolutions

a. Part Time Positions

- i. Steve Wills raised the possibility of paying for lifeguard certifications which need updated annually. Ana Blake presented information from Lafayette regarding how they handle this. The Board supported this plan with certain written guidelines to be adopted first. Those will be drafted by Aaron. Suggested guidelines included working the full swim season, a set number of days or hours, and payment to happen at the end of the swim season.
- ii. With this, a Motion was made to adopt the 2024 Salary Resolution as presented pertaining to all Part Time employees. The Motion was seconded, and with no further discussion, the Board unanimously voted in favor.

b. Park Secretary

- i. Park Board President Bryan Williams began this discussion by addressing the proposed Job Description sent to the Board earlier. This Job Description sets out new responsibilities plus converts the position to Park Administrative Assistant and to a full time position with a Salary range of \$40,000-\$50,000 annually. A motion was made by Lety Gray to accept the new Job Description with described changes. Ana Blake seconded that Motion. With no further discussion, the Board unanimously voted in favor of all proposed changes.

c. Park Maintenance Foreman

- i. Park Board President Bryan Williams described the process from 2018/2019 when the position of Park Superintendent was split into two positions after the retirement of Ron Barnhart. Because of the financial condition of the park at that time, the newly created position of Park Director had an approximate salary of \$55,000 and the newly

created position of Maintenance Foreman had an approximate salary of \$51,000. The Board at that time expected those salaries to increase over time to be more comparable to similar Parks. Coco Bill had suggested that rather than adopting the proposed 2024 salary as a raise or merit based raise, that given the history it should be acknowledged as a Salary Adjustment. All Board members expressed that if the proposed 2024 Salary was adopted, that this would place the salary in the appropriate range when compared to other parks used as benchmarks in the most recent Master Plan. By so doing, the Board agreed that substantial raises to this salary as adopted over the last 2 years would not be sustainable. Moving forward, any raises would be based on cost-of-living increases and/or merit based. At that me, a Motion was made to adopt the 2024 Salary Resolution of \$69,200 for Maintenance Foreman position. That Motion was seconded, and with no further discussion, the Board unanimously voted in favor. The Board agreed that the Job Description should be modified to include a salary range for this position. Aaron should propose that range at the January meeting.

d. Park Director

- i. Park Board President Bryan Williams reiterated the history set forth above and stated the same applied to this position. The Board expressed that if the proposed 2024 Salary was adopted, that this would place the salary in the appropriate range when compared to other Parks used as benchmarks in the most recent Master Plan. By so doing, the Board agreed that substantial raises to this salary as adopted over the last 2 years would not be sustainable. Moving forward, any raises would be based on cost-of-living increases and/or merit based. Bryan stated that the Maintenance position received a 15% increase and suggested that the Director's position should receive the same. After further discussion, it was acknowledged that in 2023 this position was paid approximately \$6,400 more than the Maintenance position. Rather than increasing the difference between the two positions by adopting a 15% raise, the possibility of increasing the 2023 Salary by \$6,400 was discussed. A Motion was made to adopt this plan and increase the Director position to \$75,600 in 2024. That Motion was seconded, and with no further discussion, the Board unanimously voted in favor. The Board agreed that the Job Description should be modified to include a salary range for this position. Aaron should propose that range at the January meeting.

XII. Meeting Review/Next Month Agenda Items

- a. Sports Complex concession fee
- b. Check with YMCA - How many community members is it currently serving?
- c. November/December 2024 meetings - 11/20 & 12/18
- d. Employee lunch - 12/18
- e. Sahm's Lease
- f. Marissa Skaggs, Town Council President informed the board that as of 2025 the park board meetings will need to be accessible virtually i.e. Zoom or Microsoft Teams

XIII. Approval of Claims from October 2023

The Register of Claims for October 2023 were circulated.

Motion to accept the Register of Claims for October 2023 made by Steve Wills, 2nd by Ana Blake, approved by all. Members present signed the September 2023 Register of Claims.

7:35 pm Meeting adjourned by President Bryan Williams.