

**Minutes of the April 17, 2019 Meeting of the Board of Park and Recreation Commissioners**  
**Location: Marilla Recreation Center, Morgantown, WV**

**Call to Order:** Meeting was called to order at 3:04pm.

**Establish Quorum:** Board Members Present – President Patrick Hathaway, Edward Cordwell, Danielle Trumble, Rachel Fetty (via phone 3:38pm), Rick Landenberger, Jenny Selin (departed at 3:51pm), and William Hutchens. Director Melissa Wiles, Assistant Director Marissa Travinski, Brooke McKinney, and City Attorney Ryan Simonton were also present. Ex-Officio Treasurer Jim Goff was not present.

**Minutes:** Edward Cordwell motioned and Jenny Selin seconded for approval of the March minutes and minutes were approved unanimously.

Jenny Selin motioned and Danielle Trumble seconded for approval of the April 9th Special Meeting minutes with the name of the board president to be updated to President Hathaway and minutes were approved unanimously.

The minutes of the April 12th Special Meeting were not included in the board packets. Board will vote on minutes at the May meeting.

**Correspondence:** No additional correspondence was reviewed.

**Financial Report:** Director Wiles reviewed the financial report in the absence of Ex-Officio Treasurer Jim Goff. Edward Cordwell motioned and Jenny Selin seconded to approve the Financial Report. Motion passed unanimously.

**Executive Director's Report:** Director Wiles reviewed her report.

Director Wiles reviewed a few additional items. She added that the basketball courts at Marilla have been repaved and lined. Some fencing at Stanley's Spot Dog Park is also being replaced. The outdoor restrooms are now open in the parks.

Director Wiles provided the board with an update on the CDBG Marilla Playground project. The contractor has put up the temporary construction fence. The contractor has 45 days from the signing of the contract to complete the installation per the CDBG guidelines. The expected time of completion should be around a week, weather permitting.

Jenny Selin asked if BOPARC would be planning a grand reopening for the Marilla Pool slides. Director Wiles indicated that she and Assistant Director Travinski could work on a "first-slide" reopening day. Danielle Trumble asked where BOPARC was in the renaming of the Marilla Tennis Courts. Director Wiles informed her that there is a draft of the sign that she will be forwarding to Mr. Shumaker. Rick Landenberger asked Director Wiles to note that FODC planted 110 trees in Marilla Park as part of the stream bank restoration project.

Edward Cordwell motioned and Rick Landenberger seconded to approve the Executive Director's report. Motion passed unanimously.

**New Business:**

- **BOPARC Budget 2019/2020** – Director Wiles reviewed the budget as presented in the board report. She gave an overview of the RFQs she would like to put out in the next fiscal year in order to get an idea of what some of the proposed projects will cost. The RFQs will provide BOPARC with real costs in order to plan for the future. One thing BOPARC is budgeting for in FY 20/21 is receiving a portion of the City Sales Tax. The FY 19/20 budget does not include a large contingency or any new full-time positions. President Hathaway asked if there was anything in the budget for Eaton Park. Director Wiles explained that it is part of the general park maintenance budget and currently they are working on creating a sign for the park, which must be approved by the donor per the City's lease agreement. Danielle Trumble submitted questions regarding fuel costs and whether BOPARC could operate with such a small contingency. She also suggested that

due to the cost of benefits, BOPARC might consider moving from some full-time positions to a few part time positions that don't require benefits. Director Wiles explained that BOPARC has tried this before but it does not work to our advantage because employees who work consistently more than 20 hours a week year round qualify for retirement benefits and employees working year round consistently more than 30 hours a week are entitled to health insurance. Rick Landenberger asked if an updated master plan has been considered and what the cost may be. Mr. Landenberger believes there are ways to cut the costs of a master plan by working with local agencies. Jenny Selin noted she would be in favor of a master plan but we would need to find the money to do one. Rick Landenberger is interested in a master plan that is actually usable. President Hathaway said that he believes what Director Wiles is focusing right now is getting figures on some priority projects for the near future. William Hutchens said he believed the board was in agreement on initiating a long-term planning process beginning almost immediately. Mr. Hutchens is suggesting looking out into the future in a prudent way given BOPARC's current resources. Jenny Selin asked where the levy is reflected in the budget. Director Wiles directed her to the correct section. William Hutchens asked if BOPARC has ever considered contracting out some services. Director Wiles explained that research was done two to three years ago on contracting our mowing and it turned out to be more expensive than anticipated. BOPARC is contracting several services, including some summer camp functions and certain seasonal maintenance assistance. Jenny Selin suggested the board take a tour of the parks and talk about what things may need RFQs. President Hathaway asked if the \$4,000 charged to the Monongalia County Board of Education for the use of the tennis courts is a fair market price.

The board would like to hear Jim Goff's thoughts on the budget so this item will be placed on the agenda again in May for a vote.

- **Ice Arena Project - Contract/Scopes of Work** - Director Wiles reviewed the 3 scopes of work that will be the beginning of the first phase of the Ice Arena project. The scopes of work were presented by Mills Group. President Hathaway asked for clarification on the sanitary lines and who would be performing the work on that project. Director Wiles informed him that members of the Mills Group team will be able to perform the work on the sanitary lines. Rick Landenberger asked about the proposed fee saying it doesn't include on-site management. Director Wiles explained that BOPARC would provide on-site management. Edward Cordwell motioned to approve the 3 scopes of work for Phase 1 of the Ice Arena Project and William Hutchens seconded the motion. Motion passed unanimously.

**Board Comments:** Rachel Fetty is super excited about everything that is happening.

William Hutchens said he thought they had a good day at the retreat and it exceeded his expectations. He is happy to see the momentum we have with the Ice Rink Project. He believes we should consider the future and let's get moving about bringing things more into focus about our future.

Danielle Trumble mentioned she has been all over town this month. She also already brought some of the neighborhood requests to Director Wiles and Assistant Director Travinski. Her neighborhood group did a clean-up of Whitmoore Park the previous weekend and cleaned up 22 bags of trash. The people of Woodburn are asking for a dog station in Whitmoore Park. Residents are also asking about bringing the Whitmoore Park trail over to Paul Preserve to connect to the rail trail. She attended a reservoir planning meeting recently. She also asked that the board be kept more in the loop about information that is out to the public.

Rick Landenberger voiced his concerns for no formal structure to approach the planning process. Director Wiles stated that she feels some board direction is needed in order for a formal structure and approach to be established so that everyone is on the same page and has the same expectations. She will put together a draft process and plan and bring this back to the board at the May meeting.

President Hathaway is looking forward to reading the full report from the board retreat as well as the staff comments.

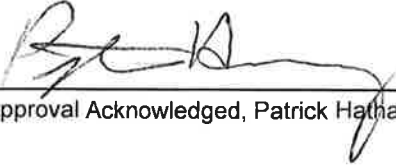
**Adjournment:** William Hutchens motioned for adjournment, Rick Landenberger seconded and the meeting adjourned at 4:15pm.

Brooke McKinney

5/15/19

Respectfully Submitted, Brooke McKinney, Secretary to the Board

Date



5/15/19

Approval Acknowledged, Patrick Hathaway, Board President

Date