

Minutes of the February 15, 2018 Meeting of the Board of Park and Recreation Commissioners
Location: Marilla Recreation Center, Morgantown, WV

Call to Order: Meeting was called to order at 8:17am.

Establish Quorum: Board Members Present – President Sera Zegre, Vice President Jenny Selin, Joey James, Rachel Fetty, Patrick Hathaway, and Secretary Nancy Ganz via teleconference). Director Melissa Wiles, Ex-Officio Treasurer Jim Goff and City Attorney Ryan Simonton were present as well.

Minutes: Joey James moved to approve the January 18, 2017 meeting minutes and Jenny Selin seconded. The motion passed unanimously.

Correspondence: None to review. Director Wiles will be forwarding an email to the Board in which MHA thanked BOPARC for their assistance in renovating a space at the Ice Arena for purposes of providing a locker room for their girls' team.

Financial Report: Jim Goff reviewed the financial report as presented in the board materials, noting no significant variations from prior year. Revenues are up slightly. President Zegre inquired about variations in hotel/motel funding received and Jim Goff explained that the first half of the year, hotel/motel revenues were slightly down but with the Marriott on line they are rising. Rachel Fetty inquired about the contents of the "contributions from other entities" line. It was noted that a portion of that line is for the Met Theatre management contract. Director Wiles will drill down into that line and send detail to the Board. Joey James moved to approve the financial report as presented. Jenny Selin seconded the motion. Motion passed unanimously.

Executive Director's Report: Director Wiles reviewed her report and answered questions regarding the rink project. Jenny Selin suggested a snapshot at each meeting for the same. Some board members indicated they may wish to attend the upcoming walk-thru with the Mills Group.

Unfinished Business:

None

New Business:

- **Replacement Truck Purchase** – Director Wiles reported that the Coal Severance funds are adequate at this time to purchase the replacement truck that is a planned capital purchase. The cost of the truck through the fleet management group utilized by the City is \$36,437.93. Jenny Selin moved to approve the purchase and Joey James seconded. Motion passed unanimously.
- **County Grant Funding Resolution** –As part of the annual County grant application, the Board will need to pass a resolution approving the request. Director Wiles made a recommendation to request \$25,000 for the summer series and an additional amount for the Play for All project. Both projects benefit the citizens of Monongalia County and are outside of the general operating budget, which are requirements of the grant. Jenny Selin moved to approve the resolution, apply for \$100,000 total, consisting of \$25,000 for the summer series and \$75,000 for the Play for All accessible playground campaign. Joey James seconded. Patrick Hathaway inquired as to whether the County had in the past allotted more funding than requested. The County has not done so in the past. Motion passed unanimously.

Executive Session: At 8:47AM Joey James motioned to move into Executive Session Pursuant to West Virginia Code Section 6-9 A-4 as it pertains to matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of employee(s).

Regular Session: Resumed at 9:23AM.

- 2018/2018 Budget – Director Wiles and Ex-Officio Treasurer Goff presented the proposed operational budget for the coming fiscal year, including the hotel/motel projects. Joey James inquired as to the fire fee line item and it was explained that those fees were originally assessed during the prior administration at a City level. Some research will be done as to other ancillary agencies and the fee. Jim Goff answered questions regarding capital escrow funding at the City in relation to projects, as well as hotel/motel fluctuation questions. Jenny Selin spoke to the desire to try to complete the slide rehabilitation project prior to opening for the season. This is a City capital escrow request and that forecast has changed somewhat since the last meeting, lessening the possibility. Director Wiles, when reviewing hotel/motel funding breakdown, told the Board that once the initial inspections are done of the parks and pools for the coming season, she will formulate a more detailed breakdown of improvements to visitor based facilities for 2018/2019. Joey James moved and Patrick Hathaway seconded to approve the 2018/2019 budget. Motion passed unanimously.
- Updates to Organizational Chart – Director Wiles requested approval for the proposed updates to the organizational chart, which reflects an overall direction and emphasis on parks, recreation and administration as the three divisions making up BOPARC as a whole. Nancy Ganz moved and Jenny Selin seconded for approval of the updated organizational chart. Motion passed unanimously.

Board Comments:

- Joey James advised the the Greenspace Coalition was beginning to actively meet again and also that he thought the Urban Deer Hunt proposal was good and the hunt had been very successful in controlling accidents and disease.
- Jenny Selin said she supports the direction BOPARC is moving toward in focusing on the ice arena, pools/slides and on park activities.
- Sera Zegre spoke about the newly reformatted evaluation document for the Executive Director and gave the Board the background and functional aspects of the document. She also indicated that the student rec center green space may be available for movies.
- Nancy Ganz stated that she looks forward to the evaluation process and thanked Sera for looking into summer activities and partnerships.
- Patrick Hathaway said the he was impressed with Rick Bebout's presentation to City Council and the fact that there had never been an accident as part of the Urban Deer Hunt. He also reported that he has received good comments regarding the rink improvements.
- Rachel Fetty stated that she has been thinking more about development of a strategic plan and the visioning process. She is excited that things are happening at BOPARC, even throughout the winter.

Adjournment: Joey James motioned for adjournment and Rachel Fetty seconded. Meeting adjourned at 9:50AM

Melissa Burch

Respectfully Submitted, Melissa Burch, Executive Director

Date



3/15/2018

Approval Acknowledged, Sera Zegre, Board President

Date