

Minutes of the January 28, 2016 Meeting of the Board of Park and Recreation Commissioners
Location: Marilla Recreation Center, Morgantown, WV

Call to Order: Meeting was called to order at 5:02pm

Establish Quorum: Board Members Present – Bob Clonch, Ron Justice (departed at 6:30pm), Nancy Ganz, Ed Cordwell (arrived at 5:18pm), Jenny Selin. Board Members Not Present – Sera Zegre, Denver Allen. Staff Present – Melissa Burch, Marissa Travinski, and Brooke McKinney. Ex-Officio Treasurer Jim Goff was not present.

Minutes: Ron Justice moved to approve the December Meeting minutes and Nancy Ganz seconded. The motion passed unanimously.

Oral Communications: David Raese, on behalf of the Rotary Club, presented a proposal for a future playground site at the city owned lot on Pennsylvania Avenue. The Rotary Club would like to work with BOPARC to donate and install the playground equipment. Director Burch will work with Mr. Raese on the possibilities and discuss what can and can't be done in the area.

Jerry Johnston, BOPARC Employee, was present to observe.

Jonathan Rosenbaum from Positive Spin was on hand to comment on the status of the shirt factory/Positive Spin building.

Ella Belling, MRTC Director, spoke to the board about the Foundry Street Grant Agreement.

Financial Report: Director Burch presented the financial report. Ron Justice moved to accept the financial report and Nancy Ganz seconded. Motion passed unanimously.

Executive Director's Report:

Unfinished Business:

- **Madigan Avenue Wall** – The Board was presented with a letter from Margaret Roberts and Director Burch's reponse in regards to the Madigan Avenue Wall. Also included was the value analysis of what the cost would be to add a seating wall in the park. Director Burch will be contacting Your Community Foundation to see if funds are available for Jack Roberts Park that could cover the cost of a seating wall. The Board did not take action on this item.

New Business:

- **BOPARC Rules and Regulations** – Director Burch reviewed the updates to the Park Rules and Regulations as presented in the packet. Jenny Selin wanted to acknowledge the removal of the fishing prohibition and stated allowing patrons to now fish is a nice addition. Ron Justice motioned to approve the updated Park Rules and Regulations. Ed Cordwell seconded the motion. Motion passed unanimously.
- **Social Media Policy** – Director Burch reviewed the proposed social media policy and requested that the board approve the policy to be added to BOPARC's Personnel Policies. Ron Justice motioned to adopt the Social Media Policy and add it to the BOPARC Personnel Policies. Jenny Selin seconded the motion. Motion passed unanimously.
- **Job Description Update – DK Caretaker** – Director Burch asked the board to approve the DK Caretaker job description, which has been updated to remove the items that are not applicable from a time and manpower standpoint. Ron Justice motioned to approve the updated job description for the DK Caretaker. Ed Cordwell seconded the motion. Jenny Selin commented that she appreciated the interpretive aspect of the original description and Director Burch said that these

activities could continue on a volunteer basis should the Caretaker wish to partake in them. Motion passed unanimously.

- **Job Description – Recreation Supervisor** – Director Burch presented the job description for the part time Recreation Supervisor/Community Program Assistant. This position has been a part of the BOPARC staff since 2005 but was in need of an official job description. Ron Justice motioned to accept the Recreation Supervisor job description. Nancy Ganz seconded the motion. Motion passed unanimously.
- **Shirt Factory Building/Positive Spin** – Director Burch reviewed with the Board the status and future plans for the Shirt Factory Building. As indicated in the BOPARC Master Plan, the shirt factory building is to be demolished for the creation of more outdoor green space. Director Burch has discussed the Master Plan and the current condition of the building with Jonathan and Will from Positive Spin. Director Burch requested the Board follow the master plan, but supercede the current lease with Positive Spin and allow an extended search period for a new location (the lease requires only 30 days notice). Ed Cordwell motioned to approve that BOPARC will give notice that we intend to follow the Master Plan, which calls for the demolition of the building and making the space a green space, and that BOPARC allow the current tenants until July 1, 2017 to find a new location. Nancy Ganz amended the motion to add that Director Burch assist Positive Spin in a space search. Ron Justice seconded the motion. Motion passed unanimously.
- **Foundry Street Grant Agreement** – The official agreement from the DOH for the Foundry Street Project was presented. The project will include the installation of bollards at Foundry Street, lighting and way-finding signage at the trailhead to indicated trail portions and downtown district direction. Director Burch requested approval from the Board to sign the agreement as presented. Ron Justice motioned to approve the Foundry Street Grant Agreement. Jenny Selin seconded the motion passed unanimously.
- **Dorsey's Knob Slip Engineering Proposal** – Damian Davis, City of Morgantown Public Works Director/ City Engineer, received a proposal from Larson Design for a geotechnical exploration for the slip at Dorsey's Knob. This would entail a subsurface exploration, field investigation, and laboratory testing. BOPARC will then be provided with the findings along with recommendations. The total estimated fees for this study come to \$23,500 and are not to exceed \$25,000. Director Burch requested permission to use funds set aside for the slip in the money market account to pay for the study. Ron Justice moved to approve the geotechnical exploration of the slip at Dorsey's Knob and to use earmarked funds to pay for the study. Nancy Ganz seconded the motion. Motion passed unanimously.
- **Met Theatre Partnership** – Director Burch reviewed correspondence between City Manager Mikorski and herself regarding a Metropolitan Theatre management partnership between the City of Morgantown, The Metropolitan Theatre Commission and WVU. Ron Justice moved to remove the Metropolitan Theatre from the BOPARC inventory of facilities as of July 1, 2016 and allow the City of Morgantown determine how they would like to proceed. Ed Cordwell seconded the motion. Motion passed unanimously.
- **Required Resolution for County Funding Request** – Director Burch discussed the required resolution for the County Commission funding request and the changes to the application procedure for County funding. Ancillary organizations must now request funds for a specific project as opposed to general operating costs. The resolution as prepared requests \$100,000 to be used to provide subsidy for additional experience enhancing activities for BOPARC's recreational programming for the school aged population. Ron Justice motioned to approve the resolution requesting funding from the County Commission. Ed Cordwell seconded the motion. Jenny Selin asked if the funding could be utilized for additional counselors or camp spaces. Director Burch and Marissa Travinski, Manager of Community Partnerships and Programs, explained that the funds

could not be utilized to that end due to the fact that although repurposed, the funds would not be new money in terms of the yearly budget and that the BOE had already discontinued the grant funding that had historically allowed BOPARC to employ additional counselors and enroll additional campers. Motion passed unanimously.

Executive Session: President Clonch, 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 an employee, called for the Board to enter into Executive Session. Ron Justice motioned and Nancy Ganz seconded for the Board to enter the Executive Session at 6:09pm. Motion passed unanimously.

- The regular session resumed at 6:43pm.

Board Comments:

Jenny Selin mentioned that as we notice the uncertainties and limitations with out budget, we continue to look at finding businesses to help sponsor the summer programs and other grant opportunities.

Nancy Ganz discussed funding problems. She suggested it is a good time to reach out to our current partners to thank them. She also mentioned Positive Spin and her optimism that wherever Positive Spin relocates to will provide for a better and more comprehensive program serving more members of our community.

Bob Clonch wanted to note that being familiar with the BOPARC staff, he has noticed that they do naturally operate in a very appreciative and thankful way.

Adjournment: Ed Cordwell motioned for adjournment at 6:48pm and Bob Clonch seconded. Meeting adjourned by unanimous agreement.

Brooke McKinney

3/24/16

Respectfully Submitted, Brooke McKinney, Secretary to the Board

Date



3/24/16

Approval Acknowledged, Robert Clonch, Board President

Date