

Minutes of the January 16, 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 3:03pm.

Establish Quorum: Board Members Present – President Patrick Hathaway, Edward Cordwell, Danielle Trumble, Jenny Selin, Rick Landenberger (Arrived at 3:14pm), and Rachel Fetty (Arrived at 3:16pm). Board Members Not Present – William Hutchens. Director Melissa Wiles, Assistant Director Marissa Travinski, Attorney Ryan Simonton, Brooke McKinney, and Ex-Officio Treasurer Jim Goff were also present.

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

Correspondence: No correspondence was reviewed.

Oral Communications: Dr. Nikki Byrne-Hoffman was present to support the agenda item Paul Preserve Playground.

Financial Report: Director Wiles reviewed the first phase of budget adjustments. Jim Goff reviewed the financial report and noted that the revenues are in line with last fiscal year. He also noted expenses are up due to the capital projects BOPARC has been working on. Ed Cordwell motioned and Jenny Selin seconded to approve the Financial Report. Motion passed unanimously.

Executive Director's Report: Director Wiles reviewed her report and answered questions as needed. Director Wiles informed the board that Anderson had completed the demo on the shirt factory. She also advised them that she had attended the first MRTC Sub Committee meeting and a plan was formed for moving forward. At the meeting, it was determined that MRTC is in need of additional operational and capital funding. Jenny Selin asked what was the status of movement at the Ice Arena. Director Wiles stated that they are working getting costs for a business plan and will be formulating necessary bid documents for addressing the initial infrastructure and mechanical issues. Edward Cordwell motioned and Danielle Trumble seconded to approve the Executive Director's report. Motion passed unanimously.

Unfinished Business:

- **Foundation Members** – A brief Foundation Sub Committee meeting was held before the board meeting. Jenny Selin has been making calls in regards to the search for members. Rachel Fetty has a list of potential members she is going to email to Director Wiles. The Sub Committee also discussed a questionnaire for potential members and an interview structure.
- **BOPARC Gift/Donation Policy** – At the request of the board, Director Wiles updated the BOPARC Gift/Donation Policy. She also received a draft of the policy of approval of gifts that Urban Landscape Commission has been working on and included it in the packet. Director Wiles reviewed the changes to the policy including wording to be more congruent with the proposed approval of gifts policy, addition of the substantial contribution designation paragraph, addition of the process, and the temporary memorials language. Danielle Trumble suggested the addition of "will be removed at the discretion of BOPARC" to the temporary memorials language. Rick Landenberger asked that signage be placed at trail heads stating to contact BOPARC about creating memorials. Rachel Fetty suggested a few wording changes and typographical changes. She will forward those to Director Wiles. The board discussed the substantial contribution designation section. It was recommended to rename the substantial contribution designation section to the substantial service contribution designation. Rachel Fetty motioned to authorize the director to implement a policy in conformity with the substance provided in the board's comments today and return the finalized version to the board for further comment at a future meeting. Jenny Selin seconded the motion. Motion passed unanimously.

- **Marilla Tennis Courts Naming Request** – Director Wiles has brought Mr. Shumaker up to date on the naming of the tennis courts. Mr. Shumaker does still wish to rename the tennis courts after Beverly Shumaker. He is also interested in a scholarship program for the BOPARC Tennis Camps this summer. Mr. Shumaker is willing to assist in the purchase of the sign but an amount has not been set at this time. Danielle Trumble motioned and Rick Landenberger seconded that BOPARC move forward with the renaming of the Marilla Tennis Courts in honor of Mrs. Beverly Shumaker and authorize Director Wiles and Assistant Director Travinski to get a few possible signs drawn up with approval of Mr. Shumaker for the board review at the next board meeting. Motion passed unanimously.

New Business:

- **Tree Donation Appeal** – Included in the board packet was an email from the WV Philanthropic Society regarding a tree donation request, next to a memorial bench along the Caperton Trail, that was denied by the Tree Board and Urban Landscape and the group was filing an appeal to the BOPARC Board. Danielle Trumble motioned and Rachel Fetty seconded that Director Wiles reach out to WVPS regarding the appeal and work to find an alternate location. Motion passed unanimously.
- **Paul Preserve Playground 2** – After the presentation last month from Dr. Nikki Byrne-Hoffman, the board asked the playground concept be placed on the agenda for this meeting. Director Wiles recommended BOPARC work within the parameters of what BOPARC has established as their order of playground replacement which is determined by funding and what playgrounds are in need of upgrade. Rachel Fetty moved to approve the conceptual design from Sparks at Play for the Paul Preserve playground. Jenny Selin seconded the motion. The board discussed the design and funding for the playground noting that BOPARC does not have the funding for the playground and the Jerome Park Neighborhood Association will need to seek the funding. Rick Landenberger suggested the board review the updated conceptual plan and share with other groups that will need to review it before the board approves the plan. Rachel Fetty withdrew her motion on the table. President Hathaway expressed concerns with the City Grant Writer writing grants for the Paul Preserve Playground and competing with other BOPARC Parks for the same grants. Rachel Fetty moved and Jenny Selin seconded to approve the current conceptual plan for a Paul Preserve Playground as part of a previously approved plan for Paul Preserve and forward the conceptual plan to BOPARC and City Administration for further action as funding becomes available. Motion carried 5 votes to 1. Rick Landenberger voted NO.
- **Krepps Paddock Update** – Director Wiles provided the board with an update on the prep for the installation of the Krepps Aquatic Play Area. She is waiting on two quotes from Paddock Pool on the repair or replacement of the pipes where the leak that was discussed last month is occurring. Rachel Fetty motioned to authorize Director Wiles to seek funding if necessary or allocate the funds to replace the line as required by the installation of the previously approved play structure in Krepps Park. City Attorney Simonton suggested to the board that the manner in which most agencies would handle a project would be to authorize the initial contract, which the board has done, and then that contract authorizes the Director to issue change orders under the project. He said board action is not required. Rachel Fetty withdrew her motion.
- **Marilla Thrasher Update** – The scoping of the lines at Marilla Pool has been done and it did not show anything of significance. The next step is to dig near the diving board and to check the void between the first liner and second liner. Director Wiles discussed the rebuild of the pump room wall

and the installation of a man hole. Director Wiles will keep the board updated on what is found and what repairs will be needed.

Board Comments: Jenny Selin asked the board if they had all received a letter from the Greenspace Coalition. She would like to see in the future the board stepping up, subject to funding, and supporting a trail at the new reservoir. She also wanted to appreciate the work being done by BOPARC Administration to get the pools ready for the season.

Edward Cordwell wished BOPARC a good year.

Rick Landenberger provided background on the letter that came from the chair of the Greenspace Coalition. The letter is a written to Tim Ball at MUB requesting they consider a trail at the reservoir if they can fit it in and doesn't conflict with their primary mission of providing clean sourced water. The Greenspace coalition would like to see this get done while the reservoir is being built. Rick also remarked on his comments from previous months about having a plan and stated BOPARC should have a timeline in order for the board to see what the target dates are.

Rachel Fetty mentioned she had been on a dangerous trail in Phoenix and she just wanted to show her appreciation of the safe trails within BOPARC.

Patrick Hathaway commented that he drove past a park in Washington D.C that hosts bands and food trucks every weekend during the summer. He believes the Hazel Ruby McQuain Park would be a great location for something like that in this area. Patrick also received an email from a local band who wanted to be included in the Summer Series and has forwarded that email to Director Wiles.

Director Wiles requested the board provided her with some dates they would be available in March for a strategic planning meeting.

Adjournment: Jenny Selin motioned for adjournment, Rachel Fetty seconded and the meeting adjourned at 5:45pm.

Brooke McKinney

2/20/19

Respectfully Submitted, Brooke McKinney, Secretary to the Board

Date



2/20/19

Approval Acknowledged, Patrick Hathaway, Board President

Date