

**Minutes of the July 10, 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 3:09pm.

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

**Election of Officers:** Rachel Fetty nominated Patrick Hathaway for President. No further nominations. Unanimous vote for Patrick Hathaway as President for the 2019/2020 fiscal year. Rachel Fetty nominated Jenny Selin for Vice President. No further nominations. Unanimous vote for Jenny Selin as Vice President for the 2019/2020 fiscal year. Jenny Selin nominated Brooke McKinney for Secretary. No further nominations. Unanimous vote for Brooke McKinney as Secretary for the 2019/2020 fiscal year.

**Minutes:** Danielle Trumble motioned and William Hutchens seconded for approval of the June minutes and minutes were approved unanimously.

**Correspondence:** Director Wiles presented the board with a thank you note from Christine Wade regarding the use of a BOPARC van to transport the city voting machines. She also reviewed a thank you note from the Shumaker Family and flowers thanking BOPARC for the dedication of the Marilla Tennis Courts to Beverly Shumaker.

**Oral Communication:** JoNell Strough with the Mon Valley Green Space Coalition spoke to the board on the advantages and disadvantages of MUB's proposed water pipeline routes. Ms. Strough reviewed proposed routes 3, 5 & 8. The Coalition believes the best route is the number 5. Route 5 is the option that stays completely out of the park.

**Financial Report:** Ex-Officio Treasurer Jim Goff reviewed the financial report. Mr. Goff mentioned that due to the meeting moving up a week that the numbers are more preliminary than normal. Mr. Goff noted that cash flow has been consistent year over year and Director Wiles and Brooke McKinney did a good job of managing the cash flow. The "due to the city" amount has been removed. Rachel Fetty asked about the contributions from other entities amount. Mr. Goff explained that it is county money, reimbursement for Met employee expenses, and other items similar to those. Director Wiles stated that she could provide Ms. Fetty with a detailed report of that specific line. Rick Landenberger asked if there was a way to estimate what the unanticipated/unplanned maintenance costs may be. Mr. Goff explained that some of the funds came from carryover and some funds came from the city for the emergency repairs. Danielle Trumble mentioned that she has also brought up the subject of planning for unanticipated maintenance costs with regards to the budgeted amount in the contingency line. Mr. Goff and Director Wiles explained that the budget needed to balance based on realistic revenue projections. The level of contingency desired is not available because the funding does not meet the level of expenses that we anticipate. President Hathaway asked Director Wiles when we expect to see some of accounts receivables to start coming in. Director Wiles explained that it is mostly Myrtle Beach which will be paid by September and Dorsey's Knob Lodge rentals and those funds are received two weeks before check in. Rachel Fetty motioned and Jenny Selin seconded to approve the Financial Report. Motion passed unanimously.

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

Director Wiles asked if the board received the update from the Ice Arena Glulam testing. She stated that it was good news and this is a tool to assist in eliminating rumors about the conditions of the beams. There is some minor degradation on beam 6 due to condensation from a fan. The report indicated that this would not prevent the plans for renovations and upgrades. Director Wiles also mentioned that she was presented with the Ice Arena Business Plan on the day of the meeting. The global view is Firland Management believes that based on the demographics, BOPARC can support a full slab and a studio slab with at least one operational for 12 months. Director Wiles will forward the file to the board. Jenny Selin mentioned that a patron asked her about the possibility of having water aerobics at Krepps Pool. Director Wiles stated that BOPARC does not have enough instructors to teach at both

Krepps and Marilla. Jenny Selin motioned and Rachel Fetty seconded to approve the Executive Director's report. Motion passed unanimously.

**Unfinished Business:**

- **Update to Personnel Policies** - Director Wiles reviewed the Grievance Procedure update that stems from the original updates that were done to the personnel policies several months ago. The Grievance Procedure still had some language that was not in line with the other updates. City Attorney Ryan Simonton assisted in updating the language in the Grievance Procedure. Jenny Selin stated that the updated procedure was clear but flexible. Rick Landenberger asked if there was any connection between the annual reviews and the grievance procedure. Ryan Simonton stated they are separate but employees could use the grievance procedure if not satisfied with their annual review. Rachel Fetty raised her concerns about the employee having to file the grievance in a certain amount of time. Director Wiles stated that there must be a timeframe or a grievance could be filed after an unlimited amount of time. Ms. Fetty also asked that the supervisor put the oral grievance in writing. Both Mr. Landenberger and Mr. Hutchens disagreed with this change. Ms. Selin suggested changing the word "addressed" to "discussed" to encourage a discussion between the employee and supervisor. City Attorney Ryan Simonton noted the suggestions and offered a slight change in the language in sections 2a and 2b. Ms. Fetty also suggested that the grievance procedure state that they bring their concerns "to a supervisor" rather than "their immediate supervisor". Mr. Hutchens disagreed with this suggestion. He stated that he believes that grievance procedures should always require you say something to your immediate supervisor rather than going higher up immediately. Ms. Fetty asked that BOPARC add exceptions for certain circumstances. Director Wiles informed the board that BOPARC does have a sexual harassment policy and other policies that deal with those more complicated issues. Ms. Fetty then asked to refer back to those policies in the Grievance Procedure. City Attorney Ryan Simonton mentioned that these were good suggestions and the policy can be accepted today with the changes to 2a and 2b and then come back to the board for the addition of a paragraph E to reference the other policies. President Hathaway suggested removing the gender language when referring to the director. He asked that "she" be replaced with "he/she". President Hathaway also noted that he would like to add something about who determines if the Executive Direction has a conflict of interest. City Attorney Ryan Simonton stated that changing the policy would give the grievor direct access to the BOPARC board as a grievance board and the reason for updating this procedure was to remove the board from the personnel issues. President Hathaway and Ms. Trumble thought that the board was removed from the hiring/firing process in order to be involved and neutral in the grievance process. President Hathaway believes only grievances against the executive director should come to the board. City Attorney Ryan Simonton stated that the issue on whether to involve the board or not requires a little more care and would likely not be able to be worked through in the meeting. Mr. Simonton is going to craft something that better accommodates the board's concerns and bring back to the board at the next meeting. BOPARC will continue to operate under the current grievance procedure for the time being.
- **Budget Revision(s) - County Grant Funding** - BOPARC has a \$75,000 short fall based on the lack of funding from the Monongalia County Commission for FY 19/20. In order to offset the shortfall, BOPARC will need to adjust the playground replacement schedule a bit as well as reevaluating the entertainment lineup for next summer. President Hathaway did ask City Council to allocate \$50,000 for the summer concert series. Ms. Trumble asked how much is spent yearly on the concert series. Director Wiles informed her that as of now BOPARC has spent \$37,000 this season. Director Wiles informed Ms. Trumble that she will send her a copy of the expenses from this year and last year. The costs vary from year to year for the series and the series is not yet over. President Hathaway asked what Coca Cola provides for their sponsorship. Director Wiles gave the sponsorship funds received as \$15,000. Ms. Selin mentioned that it would be neat to have a composite dance floor (temporary or permanent) at the parks where concerts are held. Mr. Goff requested a breakdown of what BOPARC needs to replace the playground at Krepps Park. Ms. Trumble asked if BOPARC had reached out to Mon General on any partnerships. Director Wiles replied that BOPARC works with WVU Medicine for the Play for All campaign. Rachel Fetty moved to amend the budget based on the county's decision to allocate no new funding to BOPARC for FY 19/20 and William Hutchens seconded. Motion passed unanimously.

**New Business:**

- **Ice Arena Upgrades - Sanitary Lines** - BOPARC received two bids for the work to the sanitary lines at the Ice Arena. The low bid was Key Contracting for \$25,806. The completion deadline is July 31st. Director Wiles requested the board's approval in order for the work to begin. Rachel Fetty motioned to award the bid to Key Contracting and Jenny Selin seconded the motion. Motion passed unanimously.

**Board Comments:** Rachel Fetty would like to get a better grip on planning for the future. She asked that the board consider discussing it at the strategic planning meeting and/or possibly hiring a consulting firm to do an overall business plan for BOPARC. Ms. Fetty also would like to have a foundation meeting soon for the folks on the foundation committee. Ms. Fetty also wanted to thank the staff for all the great things happening this summer and could BOPARC consider doing some employee recognition.

Jenny Selin would like to see what the board can do to work on the city/county issues in the future. Ms. Selin believes BOPARC has done amazing things in the last year and asked that the board members remain a positive face for the organization.

William Hutchens agrees with Rachel and Jenny regarding working through the city/county issues. He thinks we are moving forward and thanked everybody for the progress. Mr. Hutchens also stated that he really appreciates the sales tax and how it will help BOPARC tremendously.

Rick Landenberger mentioned that he, with help from Director Wiles, procured some nice locust trees for work he was going to do on the trails in Marilla Park. Unfortunately the logs were stolen and he wants to make sure people are aware of the situation. There also has been work done by Rick, the city tree board, and Friends of Deckers Creek in Marilla Park to restore the streambank. He just asked that the mowing doesn't interfere with the trees. Mr. Landerberger stated that this leads to turf management of the parks and the parks are in terrible shape. Mr. Landenberger noted that there needs to be an assessment of the parks with notes and photographs about the basic turf problems. There are incorrect grass types in the parks. A lot of the overall issues are related to drainage. He also reiterated the other comments of working to resolve the city/county issues.

Danielle Trumble has spent the last month being quiet and present. She has attended the events and visited the parks. She has spoken with individuals regarding the parks. She has reached out to Director Wiles and Assistant Director Travinski regarding issues that patrons bring to Ms. Trumble. Ms. Trumble stated that two patrons have spoken to her regarding pool hours and how they wish there were more opportunities for evening swimming and they would also like a pool pass that covers the water play, baby splash, and adapted water play special activities. People have also expressed concerns to Ms. Trumble that they would like to see better social media and advertising. Ms. Trumble mentioned that more up to date information needs posted in the events on the facebook page not just the facebook page.

President Hathway reminded the board that the strategic planning meeting in Monday at 12pm at the Dorsey's Knob Lodge. He also believes there is room for improvement regarding social media, but he has seen noticeable improvement this summer. President Hathway received an email from a Suncrest citizen about doing fundraising for Krepps for the playground. He will forward the email to Director Wiles. He is also happy to see the city take a more active approach in assisting BOPARC.

**Adjournment:** Rachel Fetty motioned for adjournment, Jenny Selin seconded and the meeting adjourned at 5:25pm.

Brooke McKinney

8/14/19

Respectfully Submitted, Brooke McKinney, Secretary to the Board

Date

  
Approval Acknowledged, Patrick Hathway, Board President

8/14/19

Date