

Minutes of the March 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 8:20am.

Establish Quorum: Board Members Present – President Sera Zegre, Patrick Hathaway, Ed Cordwell and Secretary Nancy Ganz, plus Vice President Jenny Selin, Rachel Fetty and Joey James (via teleconference until 9:00am). Director Melissa Wiles, Ex-Officio Treasurer Jim Goff and City Attorney Ryan Simonton were present as well.

Minutes: Nancy Ganz motioned and Jenny Selin seconded to approve the February 15, 2018 minutes. Motion passed unanimously.

President Sera Zegre took a moment to review the Executive Director evaluation process and documents with the Board and asked that everyone complete all criteria prior to the evaluation itself. The responses will be due by March 29th at midnight. The Board agreed to an evaluation meeting date and time of April 11th at 12Noon.

Oral Communications: Rick Bebout presented an overview and history of the Urban Archery Deer Hunt and also reviewed the latest proposal specifically related to BOPARC managed properties. After the presentation he answered questions from the Board and Director.

Correspondence: None to review.

Financial Report: Ed Cordwell motioned for approval of the Financial Report as provided. Patrick Hathaway seconded and the motion passed unanimously.

Executive Director's Report: Director Wiles added an administrative item to her report to reflect that new signature authorizations will be updated to reflect the latest Board Officer roles and name adjustments in the check signing process. Patrick commented that he is pleased with the City's commitment to funding for the chillers at the ice arena as well as the \$15 minimum wage rate as part of the budget process. The slides were discussed. The City's Capital Escrow Fund will not support an early release of funding and the 18/19 Capital Escrow budget has not yet been approved by the City. Council will consider it on the March 20th meeting. Funding aside, cash flow is the issue and it is unlikely that the project will be able to be completed prior to the season. Pool schedule was touched upon due to the release of the updated school calendar. BOPARC is considering limited hours for the last week of school since the calendar has been extended.

Unfinished Business:

None

New Business:

- **ADA Playground CDBG Contract** – Director Wiles briefly summarized the detail she provided regarding administration of the HUD grant. She requested the Board's approval for third party administration to include technical assistance, assistance with bid documentation together, assistance with the bid process, review of contractor pay requests, review of employee interviews, and compliance related matters based on the Federal Requirements of the grant. The contract is estimated to be between \$7,500 to \$10,000. Nancy Ganz motioned that BOPARC approve this option, which was option number three (3) in the Director's synopsis. Ed Cordwell seconded. During discussion, President Sera Zegre stressed the preference for utilizing electronic platforms whenever possible in order increase the capacity of the grant. Motion passed unanimously.
- **Maintenance I Position** – Director Wiles informed the Board of the recommendation for the recently advertised Maintenance I position. Nancy Ganz motioned that the position be filled by Mr. Joe Hardy at \$11/hour to increase to \$15/hour as of July 1st. Patrick Hathaway seconded and the motion passed unanimously.

Board Comments:

- Nancy Ganz mentioned the recently discussed possibility of putting together a rink advisory committee for the renovation/upgrade project. She has spoken informally to some individuals, some of whom may have beneficial historical knowledge, others an interest and commitment to ice sports/activities. Patrick Hathaway was tagged as being the most appropriate Board addition to such a group, given his involvement as the 1st Ward Neighborhood Association President and longterm resident of the White Park area. Given that this would be a supporting group to the project process, Ryan Simonton suggested that administration could reach out to individuals identified and an item could be brought to the Board at the next meeting for the creation of a committee if that is what is desired. The Board could define the purpose of such a committee if it is formed.
- Patrick Hathaway stated that he was pleased with the City's commitment of funding for the chillers at the ice rink and also that he feels BOPARC is moving in the right direction if we can get passed many of the things that have bogged down the organization, mainly funding. He is hopeful for additional programming as part of this direction. There is also a spot on the Health and Wellness Commission for a BOPARC representative. Director Wiles indicated that she felt Marissa Travinski was the logical person to fill the role due to her position and work with community partners. Ryan Simonton will check the ordinance to see if BOPARC makes that appointment or if City Council does.
- Sera Zegre addressed follow up on the Urban Deer Hunt presentation and requested guidance from the City Attorney. Ryan Simonton provided that structure of the program is such that the inclusion of BOPARC is a property management issue in his opinion. He provided a comparative example of Board and Administrative processing, explaining that Board members might express their preference one way or another and leave the decision to administration. It would be within the Board's discretion as to addressing comments as an agenda item or speak to Administration elsewhere and address the program as a whole in a more comprehensive manner. Sera also mentioned the house on Krepps Park property due to an email that Director Wiles had forwarded to inform the Board of the condition of the house and the fact that it would need a great amount of work, beginning with indoor demolition and remodeling, then moving to outdoor landscaping and improvements.
- Lastly, Nancy mentioned the upcoming Hazel Ruby McQuain Park improvements and BOPARC being involved in the stakeholder meetings. Director Wiles is slated to attend the next meeting. Sera reiterated a discussion that she and Melissa had recently so as to make every attempt to keep BOPARC as involved in the process as possible.

Adjournment: Ed Cordwell motioned for adjournment and the meeting adjourned at 9:58AM

Melissa Wiles

4-19-18

Respectfully Submitted, Melissa Wiles, Executive Director

Date

Sera Zegre

4-19-18

Approval Acknowledged, Sera Zegre, Board President

Date