

**Minutes of the March 20, 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 3:00pm.

**Establish Quorum:** Board Members Present – President Patrick Hathaway, Edward Cordwell, Danielle Trumble, Rachel Fetty (arrived 3:09pm), Rick Landenberger, Jenny Selin (arrived at 3:23pm), and William Hutchens. Director Melissa Wiles, Assistant Director Marissa Travinski, Brooke McKinney, and Ex-Officio Treasurer Jim Goff were also present.

**Minutes:** William Hutchens had a correction to the minutes under his comments for the word systematic be changed to systemic. Edward Cordwell motioned and William Hutchens seconded for approval of the February minutes with the change recommend by Mr. Hutchens and minutes were approved unanimously.

**Correspondence:** A thank you letter from Dr. Strough to BOPARC for attending the MUB meeting was reviewed by Director Wiles.

**Financial Report:** Ex Officio Treasurer Jim Goff reviewed the financial reports. Danielle Trumble asked about a past due balance for 2014 Softball. It was explained that this past due balance is currently under review. Edward Cordwell motioned and Danielle Trumble seconded to approve the Financial Report. Motion passed unanimously.

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

**Administrative Updates:** Director Wiles added that BOPARC is currently working with the Martin Hall agency, which is a student run intergrated marketing and communications agency through the Marketing School at WVU. The group takes on clients to give the students real world experience in their area of study. Director Wiles and Assistant Director Travinski have been working with the group this semester and BOPARC will receive a final marketing plan as part of their study work. An internship will also take place focusing on interfacing with Andrew Stacy's office, additional photos of our park areas, social media posts, and updating the website. Director Wiles discussed the meeting with MUB regarding the new reservoir. BOPARC did express their support in being interested in recreation in that area. The FODC planting proposal was also included in the report. Director Wiles thanked Danielle Trumble for speaking on behalf of BOPARC at the Morgantown City Council Meeting. The summer program outline was included in the packets. Also included was a review of the Forest Avenue slip on the Deckers Creek Trail.

President Hathaway asked Diretor Wiles if she had heard back from City Manager Brake regarding the paving request. She answered no. Jim Goff answered that Dorsey's Knob Park is scheduled for paving this coming year. President Hathaway asked if any parking lots are going to be paved. Jim Goff said that parking lots cannot be included because they are not considered public right-of-ways. Rick Landenberger asked if there was any way that could be changed. Jim Goff indicated that it cannot be changed at this time. The city could allocate monies if the future from the capital escrow fund for the paving of parking lots. Rick Landenberger suggested BOPARC have a budget for the repaving of parking lots. Director Wiles said that the 5 year capital escrow plan can be updated every year and could be shifted to included parking lots. Rachel Fetty noted that the capital escrow budget is expected to increase over the next couple of years. Rick Landenberger expressed his concern on how does BOPARC budget for future repairs. Jenny Selin responded with the ways everyone is working to increase the funding BOPARC receives. Ms. Selin highlighted what BOPARC does when given the resources. Director Wiles explained that having the right people in the right places can help in increasing funding to BOPARC. Having a board willing to come and address city council, having people speak out about long term planning, doing a strategic planning meeting, having a city manager and finance director that value parks, and having city council members that value parks has a snowball effect in the correct direction for BOPARC.

President Hathaway asked for clarification on the Travelers Insurance Audit. Director Wiles gave a little more background on the audit and how well BOPARC did in terms of following procedures and properly training staff.

Director Wiles reviewed the project updates, including the arrival of the main structure of the aquatic play area, timeframe for mobilization of the corresponding outgoing line replacement, Marilla Pool repairs, CDBG playground site preparation and Ice Arena project priorities.

Director Wiles thanked Rachel Fetty for sending her list of possible foundation members.

Jenny Selin asked that a sign be posted on the trail on both sides of the Forest Avenue slip stating "Slip Area Ahead. Proceed with Caution." Assistant Director Travinski explained that signs would be placed in the area and they are working on that now.

Edward Cordwell motioned and William Hutchens seconded to approve the Executive Director's report. Motion passed unanimously.

**New Business:**

- **Marilla Playground Installation** – No bids for Marilla Playground Installation were received. No action required.
- **Ice Arena RFQ** - Director Wiles reviewed for the Board the two RFQs received for the management of services related to the upgrades, renovations, and improvements to the Morgantown Ice Arena. The two submitted were from Thrasher and Mills Group. Director Wiles recommended selecting Mills Group, stating that this will provide continuity throughout the project. William Hutchen asked what the cost would be. Director Wiles informed the board that the qualification submissions do not include pricing, as that is part of the contract discussions. The next steps will be to develop a scope of work and enter those discussions. Jenny Selin motioned and Edward Cordwell seconded to approve the recommendation of the Mills Group to oversee the management of services for the improvements to the Ice Arena. Motion passed unanimously.

**Board Comments:** William Hutchens is happy with the movement with the Ice Arena RFQ.

Danielle Trumble expressed her appreciation for Director Wiles and Assistant Director Travinski. They have both been very responsive and helpful in providing information for her visit of City Council and her news interview. Ms. Trumble is also excited about the things happening around Whitemoore Park. Her neighborhood association has scheduled a clean up of Whitemoore Park for April 13th.

Rachel Fetty stated that she is super excited with the progress. Unfortunately she has not been able to secure a goat for Dorsey's Knob Park. She noted her appreciation for the tremendous work that Jim Goff has put in and the tremendous amount of cooperation at the City Administration level. She also acknowledged that all of the city council members have gone to bat for BOPARC. Ms. Fetty also noted that her husband's boy scout troop will also be doing a clean up on the Deckers Creek Trail.

Jenny Selin stated that she appreciates everyone's efforts and support for BOPARC.

Rick Landenberger mentioned that he will gladly add to the trail in Marilla Park if he could have some assistance this summer.

Edward Cordwell stated that he is very happy that way things are going. BOPARC has all the answers we need and need to move forward on the Ice Arena.

President Hathaway reminded the board about the strategic planning retreat on March 29th. He is happy to see movement on the Ice Arena. He is also glad to see the pools getting worked on and thanked the city for the funding to assist in the emergency funding needed. President Hathaway was unhappy to hear that BOPARC did not receive any bids on the Marilla Park Playground Installation project.

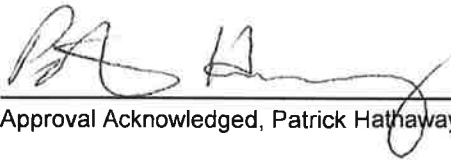
**Adjournment:** William Hutchens motioned for adjournment, Rick Landenberger seconded and the meeting adjourned at 4:27pm.

Brooke McKinney

4/17/19

Respectfully Submitted, Brooke McKinney, Secretary to the Board

Date



4/17/19

Approval Acknowledged, Patrick Hathaway, Board President

Date