

Minutes of May 11, 2022 Meeting of the Board of Parks and Recreation Commissioners

Location: The Marilla Center, Morgantown, WV

Call to Order: President Selin called the meeting to order at 3:07 pm.

Establish Quorum: Members present included Jenny Selin, Danielle Trumble, Susan Klingensmith, Cal Shamberger, and Rachel Fetty (via phone).

Approval of Minutes: Cal Shamberger motioned to approve minutes, Danielle Trumble seconded the motion. Minutes from the April regular meeting were approved by consensus.

Correspondence: Director Wiles had a printout of project updates for the month and that the first "Neighborhood Nights on the Hill" will be this Friday (5/13/22) at Wiles Hill Park. She hopes everyone can make it.

Public Comment: There were no public comments.

Financial Report: Director Wiles reported that we are about $\frac{3}{4}$ of way through the year and that there is nothing huge jumping out. Rental income is up in part due to the fact that skate rentals are being reported under 'admission.' All of the city allocation for the year has been received. Director Wiles pointed out that skate rental fees are now being recorded under admission fees because they are collected at the same time and it streamlines the process. Registration fees are doing well. Things seem to be back on track for the end of this year and the move into the coming year. Director Wiles feels that we are on the path to fully recovering from COVID-related financial issues; they had estimated it would take about two years to return to pre-COVID numbers. Danielle Trumble asked if the sports complex was still getting a lot of use. It is and is doing well and looks like it will continue to do so into the summer. Danielle Trumble motioned to approve the financial report, Cal Shamberger seconded the motion. Report approved by consensus.

Executive Director's Report: Director Wiles provided photos of the improved greenspace at Krepps Pool, Krepps ballfield improvements, and a newspaper article about the playground core boards. An audit is coming up with the State Pension Agency in June, something that is done periodically, last in 2018 or 2019.

Old Business: None

New Business: 2022-2023 Budget: Director Wiles presented a draft of the upcoming year's fiscal budget. She highlighted several points regarding the budget. Notably, two major projects (Ice Rink & Marilla Pool) will be starting early next calendar year, several smaller projects that are working towards completion, and Wiles Hill Center returning to a fully functioning community facility with a variety of programming. Director Wiles then went through the budget line by line with the Board. She reported that the Equipment rentals line item have been combined with the admissions line; facility rental income has recovered over the last several months and Director Wiles is hopeful that that continues. Self-generated income lines are generated from projections based on year to date figures and current budget details. Capital projects revenue lines relies heavily on estimations of hotel/motel tax, sales tax, etc. The levy revenue estimation generally stays the same year to year. There has been a slight increase in the expense line, primarily due to COLA and having to raise wages to attract summer help. Utilities

have largely remained the same, gas has gone up slightly. MRTC expense line has been combined with equipment & trail maintenance. The advertising/marketing line has moved away from print marketing to digital marketing. Professional enhancement will go towards additional training for core staff to invest in their knowledge base and help retain staff. There will likely be a 5% increase in liability insurance. Contracted services is running a little low this year, but with the rising cost of gas prices it could go up. They will monitor the situation. The playground funding line has increased since last year due to rising material and installation costs. Community enrichment is the goal of hotel/motel funds, specifically the Summer series and improvements to visitor-based facilities. The designated reserve funded project lines fund projects that are getting started this year but won't be finished until next year. A small contingency is included to balance out final numbers. Director Wiles noted that the budget is an estimate in many ways and is a living document so adjustments will be made as needed. Danielle Trumble had a question regarding the current balance of the contingency fund. Director Wiles replied that as of right now, none of it has been spent and the current amount will move forward. Jenny Selin asked if the hospitals still contribute to the playgrounds; that is now something that would go through the Foundation. Susan Klingensmith motioned to approve the draft budget, Cal Shamberger seconded the motion. 2022-2023 Budget approved by consensus.

Executive Session: Pursuant to West Virginia Code Section 6-9A-4(b) to discuss legal contract addendum for Design, Construction & Bid Documents for the Morgantown Ice Arena. Entered 3:33pm. Danielle Trumble motioned to end executive session, Susan Klingensmith seconded the motion. Session ended at 3:56pm.

Unfinished Business: Design, Construction, Bid Document Addendum – Morgantown Ice Arena

Rachel Fetty made a motion to amend our current contract with the Mills Group to include an additional \$34,000 for the exploration of alternative sites for the ice rink project. Danielle Trumble seconded the motion. Motion approved by consensus.

Board Comments: Susan Klingensmith appreciated the work being done at Krepps Park and is looking forward to the summer. Rachel Fetty is thankful for everyone's patience and allowing her to participate via phone. Danielle Trumble reported that the Litter League Kickoff went well and that the next community cleanup is scheduled for May 21 at Woodburn/Whitemoore Park. Cal Shamberger is excited for the Litter League and looks forward to upcoming BOPARC events. Jenny Selin agrees that Krepps Park looks great and that everything that can is looking good. She is hopeful that a contractor will be found willing to work who can resurface the tennis courts!

Adjournment: Meeting was adjourned at 4:05pm

Respectfully Submitted,

Susan Klingensmith

May 16, 2022

Entered Into Record

Melissa Wiles, BOPARC Director

June 8, 2022


