

Minutes of the September 21, 2017 Meeting of the Board of Park and Recreation Commissioners
Location: Marilla Recreation Center, Morgantown, WV

Call to Order: Meeting was called to order at 4:07pm.

Establish Quorum: Board Members Present – Sera Zegre, Jenny Selin (arrived at 4:13pm), Patrick Hathaway (via teleconference), Joey James, Ed Cordwell (departed at 5:34pm), and Rachel Fetty. Board Members Not Present – Nancy Ganz. Staff Present – Melissa Burch, Roger Moss, Marissa Travinski and Brooke McKinney. Ex-Officio Treasurer Jim Goff was present as was City Attorney Ryan Simonton.

Minutes: Ed Cordwell moved to approve the August 24, 2017 meeting minutes and Joey James seconded. The motion passed unanimously.

Oral Communications: John DeProspero of the former Community Park Association (now disbanded) was present to speak to the board regarding the type of repair planned for the Madigan Avenue Wall. He asked the Board to not use the Association's donation of \$5738.66 to BOPARC for restoration of the Madigan Avenue Wall because they do not approve of the board approved restoration of the wall. Board President Sera Zegre thanked the Community Park Association for the donation, expressed that BOPARC is moving forward with the approved restoration and verified with Director Burch that the \$5738.66 donation was not part of the funding being used for the restoration portion approved at last month's meeting.

Financial Report: Director Burch and Jim Goff reviewed the financial report as presented in the board packet. Ed Cordwell moved to accept the financial report. Jenny Selin seconded the motion. Motion passed unanimously.

Executive Director's Report: Director Burch reviewed her director's report. The Foundation Formation Sub-Committee scheduled a meeting for October 2 at 1pm at the Marilla Center. The board requested an agenda item be added to the next board meeting to review what was discussed at the sub-committee meeting.

New Business:

- **Capital Equipment Purchase – City Funding** – Director Burch requested the board's approval of the purchase of an ice leveler for the Zamboni at a cost of \$21,930. This equipment will be purchased with the funding provided by the city for the purchase of capital equipment. Jenny Selin motioned to approve the purchase of the ice leveler from the City's allowance for capital equipment. Joey James seconded the motion. Motion passed unanimously.
- **Whiston Field Electrical Upgrade** – Roger Moss reviewed the quotes for replacement of the electrical panel at Whiston Field. Director Burch requested approval of up to \$11,500 to replace the electric panel at Whiston Field with the utilization of hotel/motel funding for park/pool improvements as visitor based facilities. Joey James motioned to approve up to \$11,500 from hotel/motel funds to replace the electric panel at Whiston Field. Rachel Fetty seconded the motion. Motion passed unanimously.
- **RFP for Ice Arena Improvement Design** - Director Burch asked the board for permission to move forward with the RFP process for improvements to the Ice Arena. The board requested to see the RFP draft before it goes out to bid. Ed Cordwell moved to approve the moving forward with the RFP process for the design of the improvements to the Morgantown Ice Arena. Joey James seconded the motion. Motion passed unanimously.
- **Position Description Updates** - Director Burch presented updated job descriptions for a few BOPARC positions. Ed Cordwell motioned to approve the updated position descriptions for the Associate Director of Maintenance, Facilities, & Development, Manager of Community Programs & Partnerships, and the Superintendent of Community Facilities/Recreational Programs. Joey James seconded the motion. Motion passed unanimously.
- **Organizational Chart Updates** - Director Burch reviewed with the board the updates to the organizational chart to reflect the position description updates. Ed Cordwell moved to approve the updated organizational chart. Motion passed unanimously.

- **Personnel Committee Appointment** – Director Burch notified the board of an open spot on the personnel committee held by former Board President Robert Clonch. Sera Zegre appointed herself to fill the vacant spot on the personnel committee. The Personnel Committee is now comprised of Jenny Selin, Nancy Ganz, and Sera Zegre.

Executive Session: President Zegre, pursuant to West Virginia Code Section 6-9 A-4 as it pertains to matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of employee(s), called for the Board to enter into Executive Session. Joey James motioned and Ed Cordwell seconded for the Board to enter the Executive Session at 5:10pm. Motion passed unanimously.

- The regular session resumed at 5:34pm.

Board Comments: Sera Zegre requested input from the board on what would be the best meeting time. After much discussion, the board decided to move to the third Thursday of the month at 8:15am. The meeting will still be held at the Marilla Recreation Center. This time will be reevaluated in three months.

Rachel Fetty requested an item be added to the November agenda to discuss the tree database and a collaborative plan to talk about trees in the park.

Patrick Hathaway mentioned that he is looking forward to seeing the progress at the Morgantown Ice Arena.

Jenny Selin informed the board of the Try It event on October 1st at Hazel Ruby McQuain Park. The event is called *Meet the Mon*.

Joey James described how the Green Team is working on a climate action plan in response to the resolution that the City of Morgantown passed recently. The climate action plan will identify ways the city can reduce its own omissions by 30% by 2030. Many of BOPARC's facilities have not been included in some of these assessments and the Green Team has a partnership with the Industrial Assessment Center at WVU to complete energy audits on all of the municipal facilities. Joey is requesting an action item on the next agenda to discuss the assessment further.

Sera Zegre requested updates on BOPARC events. She wants to be kept in the loop on what is happening in the parks.

Adjournment: Joey James motioned for adjournment at 6:05pm and Rachel Fetty seconded. Meeting adjourned by unanimous agreement.

Brooke McKinney

Respectfully Submitted, Brooke McKinney, Manager of Administrative and Business Services

10/19/17

Date

Sera Zegre
Approval Acknowledged, Sera Zegre, Board President

10/19/17
Date