

**Minutes of the September 22, 2016 Meeting of the Board of Park and Recreation Commissioners**  
**Location: Marilla Recreation Center, Morgantown, WV**

**Call to Order:** Meeting was called to order at 4:01pm

**Establish Quorum:** Board Members Present – Robert Clonch, Ron Justice (departed at 5:16pm), Sera Zegre, Jenny Selin (via phone at 4:00pm), Ed Cordwell (arrived at 4:32pm), Denver Allen (arrived at 4:32pm). Board Members Not Present – Nancy Ganz. Staff Present – Melissa Burch, Brooke McKinney, and Roger Moss. Ex-Officio Treasurer Jim Goff was not present.

**Minutes:** Sera Zegre moved to approve the August Meeting minutes and Ron Justice seconded. The motion passed unanimously.

**Oral Communications:** Bill Kawecki was present to observe. Judy Semlar was also present.

**Chris Haddox – Woodburn Playground** – Chris Haddox presented to the board an update on what is happening at Woodburn Playground and what the long term hopes are. The Woodburn Commission would like to keep BOPARC informed of planning progress and be certain that their vision fits within BOPARC's vision in the future. The City of Morgantown is currently overseeing the buildings at the top of the playground and BOPARC is maintaining the grass around the playground area. One of the main things Woodburn would like to add to the area is a splashpad, along with updated playground equipment. They are contemplating funding options, including grants and other sources. Ron Justice suggested that the Woodburn Commission meet with Roger Moss, BOPARC Associate Director, to determine what the maintenance costs associated with the overall plan would be. President Clonch requested Chris continue to work with Director Burch or her designee on keeping BOPARC informed.

Devanna Corley, Director of Marketing with the Thrasher Group, along with Sam Rich spoke to the board briefly about the types of services the Thrasher Group provides and indicated an interest in working with BOPARC in the future.

**Correspondence:** No correspondence was reviewed.

**Financial Report:** Director Burch presented the financial report. Ron Justice moved to accept the financial report and Sera Zegre seconded. Motion passed unanimously.

**Executive Director's Report:** Director Burch introduced the board to Roger Moss, BOPARC's new Associate Director of Maintenance, Facilities and Park Development.

**Unfinished Business:**

- **Grant Application Policy** – Director Burch presented the 2<sup>nd</sup> draft of the Grant and Alternative Funding Application Guidelines. Director Burch is requesting approval of the policy as of October 1, 2016. Ron Justice motioned to approve the policy as presented in the board packet. Sera Zegre seconded the motion. Motion passed unanimously.
- **DK Slip – Site Analysis Results and Plan of Action – Funding Sources** – Director Burch wanted to note the funding sources for Larson Design Group Agreement. The total for Larson's proposal is \$63,808. The funding will come from the following sources: DK Billboard rental income of \$5,000; Leftover original DK Slip monies \$15,000; DK Maintenance Fund \$23,000; portion of DK Hotel/Motel Improvement monies for FY 2016/2017 \$25,803. Ron Justice motioned to approve the funding sources as listed in the board packet. Sera Zegre seconded the motion. Motion passed unanimously.

**New Business:**

- **Updated Capital Priority List** – Director Burch reviewed the updated Capital Priority List as presented in the packet. Director Burch is requesting approval of the list and once approved will be presenting the list to City Manager Kelly as part of the coming budget process. Ron Justice moved to accept the capital list as presented. Sera Zegre seconded the motion. Motion passed unanimously.
- **Update to Cell Phone Reimbursement Policy RE City of Morgantown** – Director Burch presented the update to the cell phone policy, which mirrors the City of Morgantown's reimbursement rates. Ron Justice moved to approve the updated cell phone reimbursement policy. Sera Zegre seconded the motion. Motion passed unanimously.
- **Update to Vehicle Policy** – Director Burch reviewed the proposed new language for the BOPARC Vehicle Policy and requested that the Personnel Policies be updated with the same. Ron Justice motioned to approved the new policy. Sera Zegre seconded the motion. Motion passed unanimously.
- **Madigan Avenue Wall Site Analysis Funding** – Director Burch spoke with City Manager Kelly about funding of the Madigan Avenue Wall Site Analysis. Based on that discussion and other capital needs, Director Burch's recommendation is go forward with the site analysis. She recommended that the \$5,000 for the site analysis come from an unallocated amount of \$6,200 in FY 2017 Hotel/Motel allocation. Ed Cordwell motion to approve the funding

source of the Madigan Avenue Wall Site Analysis. Ron Justice seconded the motion. Sera Zegre abstained from the vote. Motion passed by majority.

- **Brailsford & Dunlavy Proposal for Ice Arena Study** – Director Burch presented the proposal for the Ice Arena Study by Brailsford & Dunlavy. This is the first step to gathering data, reaching out to stakeholders and utilizing best practices in this very extensive process. Director Burch recommended utilizing \$9,200 of the Ice Arena Hotel/Motel improvement budget for FY 2017 to cover the study. Ron Justice motioned to approve the proposal. Ed Cordwell seconded the motion. Motion passed unanimously.
- **Updates to Position Description(s) RE Associate Director on Staff** – Director Burch reviewed the updated job description for the BOPARC Athletic Manager. Ron Justice moved to approve the updated description as presented in the board packet. Sera Zegre seconded the motion. Motion passed unanimously.

**Executive Session:** President Clonch, pursuant to West Virginia Code Section 6-9 A-4 as it pertains to an official legal investigation and/or action, called for the Board to enter into Executive Session at 4:48pm. Ed Cordwell motioned to enter into executive session. Ron Justice seconded the motion. Motion passed unanimously.

- The regular session resumed at 5:09pm.

**Board Comments:** Denver Allen gave the Board an update on the Jack Roberts Preservation Association's progress and indicated that the group is now setup as a charitable organization. As discussed at a prior meeting, he and Director Burch met with them recently with regard to applying for a grant from the Hazel Ruby McQuain Foundation in order to restore the wall along Madigan Avenue. The group will be working with BOPARC to apply for the grant as well as fundraising on their own.

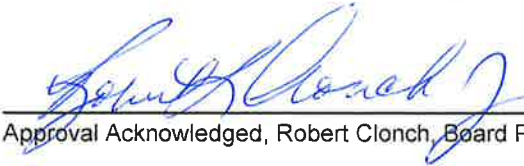
**Adjournment:** Robert Clonch motioned for adjournment at 5:20pm and Ed Cordwell seconded. Meeting adjourned by unanimous agreement.

Brooke McKinney

10/27/16

Respectfully Submitted, Brooke McKinney, Secretary to the Board

Date



10/27/16

Approval Acknowledged, Robert Clonch, Board President

Date