

**Minutes of the August 25, 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 4:02pm

**Establish Quorum:** Board Members Present – Robert Clonch, Ron Justice, Nancy Ganz, Ed Cordwell (Departed at 6:03pm), Denver Allen (Departed at 6:09pm), Sera Zegre, and Jenny Selin. Staff Present – Melissa Burch and Brooke McKinney. Ex-Officio Treasurer Jim Goff was not present.

**Election of Officers:** Denver Allen nominated Robert Clonch for Board President. Robert Clonch nominated Ron Justice for Vice President. Nancy Ganz discussed her thoughts on a change of the Vice President of the board. Sera Zegre asked for clarification on roles and term limits. The board discussed whether a council member could serve in leadership roles with BOPARC. After the discussion, Ron Justice declined his nomination. Jenny Selin nominated Sera Zegre as board vice president. Ron seconded the nomination. Motion approved by acclamation for Robert Clonch to remain as President and Sera Zegre to become Vice President.

**Minutes:** Ed Cordwell motioned to approve the minutes of the June Meeting and Nancy Ganz seconded. Motion passed unanimously. Ron Justice motioned to approve the minutes of the July Meeting. Nancy Ganz seconded. Motion passed unanimously.

**Oral Communications:** Bill Kawecki was present to observe.

**Lynn Bennett – Wiles Hill School** – Lynn Bennett along with Frank Scafella and Carolyn Feathers presented information to the board regarding the Wiles Hill Grade School Alumni. Ms. Bennett provided a brief history on the Wiles Hill School and how the group was formed. The group is planning a celebration at the Wiles Hill School on April 29, 2017. Ms. Bennett asked the board if it would be possible to have a display case and an area to display artifacts from the early days of the Wiles Hill School. The board directed the group to continue to work with Director Burch.

**Correspondence:** Director Burch did not review any correspondence.

**Financial Report:** Director Burch reviewed the financial report. Nancy Ganz motioned to approved the financial report. Jenny Selin seconded. Motion passed unanimously.

**Executive Director's Report:** Director Burch did not have anything additional to add to her report.

**Unfinished Business:**

- **DK Slip – Site Analysis Results and Plan of Action** – The City of Morgantown has approved \$150,000 to assist with the slip issue at Dorsey's Knob Park. Larson Design did submit to Damien Davis, City Engineer, a professional engineering and construction services proposal. Director Burch is asking permission to work with Damien Davis and Larson Design to get out a bid packet. Ron Justice moved to start the process of preparing a bid packet for the repairs to the slip at Dorsey's Knob Park. Nancy Ganz seconded. Motion passed unanimously.

**New Business:**

- **Capital Equipment List** – Director Burch reviewed the list of capital equipment that BOPARC would like to purchase with the \$30,000 received from the City of Morgantown. This funding is out of last fiscal year's budget and is being spent this fiscal year due to equipment that was trying to be repaired instead of replaced and evaluation of renting versus owning. Ron Justice motioned to approved the capital equipment purchases as presented in the board packet. Nancy Ganz seconded. Motion passed unanimously.
- **Grant Application Policy** – Director Burch discussed the grant application guidelines. The policy will require groups to have approval from Director Burch and the Board (if amount is over \$5,000) before moving forward with applying for a grant. President Clonch requested a new draft of the policy after the board's discussion and to bring it back to the board at the next meeting.
- **Reimbursement Agreement for Metropolitan Theatre Manager** – Director Burch asked for approval on the reimbursement agreement with the City of Morgantown for the Metropolitan Theatre Manager. The agreement was formulated by City Manager Jeff Mikorski and drafted by City Attorney Ryan Simonton. Ed Cordwell motioned to approve the reimbursement agreement for the Metropolitan Theatre Manager. Denver Allen seconded. Motion passed unanimously.
- **HRM Usage Parameters** – Director Burch discussed the need to require the city event permit process for all HRM rentals that are not smaller, private events due to the need to the Morgantown Fire and Police Departments to remain informed as to when larger crowds will be expected, the Parking Authority to be aware of possible issues with meters, etc. Most events that would fall under this category are free of charge and tend to draw larger crowds so the City's permit process provides a means of communication between BOPARC's calendar and other City departments. No action required on this item.
- **DK Park Development Plan** – Ron Justice had requested this item be added to the agenda regarding long term goals for Dorsey's Knob Park. He would like to get back together and clarify what the intentions are for the park. One concern is that the park is getting away from passive recreation. The board members are interested in getting together and walking the property of Dorsey's Knob Park. Director Burch will work with groups that host special events at the park, such as the disc golf group, to provide direction and limitations to number of events per year, etc. in order to preserve the passive recreative orientation of that park.
- **DK Park Disc Golf Planting Proposal** – The Mountain Goats Disc Golf Group has submitted a proposal for tree planting in Dorsey's Knob Park. It has been approved by Urban Landscape and the Tree Board. 10 Redbuds and 7 Magnolia trees will be planted. Denver Allen motioned to approve the planting of the trees in Dorsey's Knob Park. Ron Justice seconded. Motion passed unanimously.

**Executive Session:** President Clonch, 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. Jenny Selin motioned and Nancy Ganz seconded for the board to enter Executive Session at 5:22pm. Motion passed unanimously.

- The regular session resumed at 5:59pm.

Nancy Ganz motioned for Director Burch to offer the Associate Director position to the person of her choice. Sera Zegre seconded. Motion passed unanimously.

**Board Comments:**

Sera Zegre wanted to acknowledge the presence of Bill Kawecki at most BOPARC Meetings. She also wanted to just say how wonderful Krepps Pool and the Krepps Pool staff were this summer.

Jenny Selin mentioned she would like to be involved when looking at the Hazel Ruby McQuain Amphitheatre , Ice Rink, and other large projects. She also added that there are maintenance issues at Krepps Park.

Denver Allen is unhappy with the Krepps Park sign on the back of the park.

Nancy Ganz wanted to let Director Burch know what a great job she is doing. She is also confident that the new Associate Director will have the energy to see the issues and improve our parks. Nancy also asked that board members ask themselves if this is a commitment they can stick to in regards to coming to meetings every month.

Ron Justice suggested that at some point a work session between the BOPARC Board and the Monongalia County Commission might be beneficial.

President Clonch asked that if a board member cannot make it to a meeting that they notify Brooke McKinney or Director Burch.

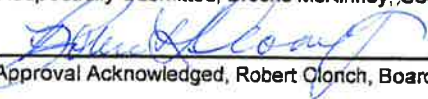
**Adjournment:** Ron Justice motioned for adjournment at 6:13pm and Robert Clonch seconded. Meeting adjourned by unanimous agreement.

Brooke McKinney

Respectfully Submitted, Brooke McKinney, Secretary to the Board

9/22/16

Date



Approval Acknowledged, Robert Clonch, Board President

9/22/16

Date