

**Minutes of the October 17, 2018 Meeting of the Board of Park and Recreation Commissioners**

**Location: Marilla Recreation Center, Morgantown, WV**

**Call to Order:** Meeting was called to order at 3:03pm.

**Establish Quorum:** Board Members Present –Jenny Selin, Patrick Hathaway, Ed Cordwell, Rachel Fetty, William Hutchens, Danielle Trumble, Rick Landenberger. Director Melissa Wiles, Associate Director Marissa Travinski, Attorney Ryan Simonton and Ex-Officio Treasurer Jim Goff were present as well.

**Minutes:** William Hutchens motioned and Rick Landgenberger seconded for approval of the September minutes and minutes were approved unanimously.

**Correspondence:** No additional correspondence to review.

**Oral Communications:** No scheduled presentations or public comment received.

**Financial Report:** Jim Goff reviewed the Financial Report, noting that we had completed the first quarter of the fiscal year. Some ending summer revenues and expenses were still associated with the report and equipment costs are up compared to the same time frame last fiscal year. Jim explained that the chiller repairs and issues were a large part of that number. William Hutchens motioned and Ed Cordwell seconded for approval of the report. Discussion included the “due to the City of Morgantown” amount of around \$245,000 that continues to show up on the balance sheet report. Jim explained the nature of the amount being debt owed to the City from several years prior for some unpaid health insurance premiums and liability insurance. Melissa further explained how those debts came to be and that at one point the then City Manager had relieved BOPARC of a portion of the health insurance premium but that debt was never removed from the accounting system during the close of the fiscal year processing. William requested that a means for removing the item be determined and that the item be removed from the balance sheet. Motion to approve the Financial Report passed unanimously.

**Executive Director's Report:** Director Wiles reviewed her report and answered questions as needed. Jenny Selin commented on signage being reviewed by Urban Landscape and the Director indicated that we do try to solicit their opinion on signage whenever possible. Jenny also mentioned the Pirates Foundation grant as an exciting opportunity. Jenny Selin motioned and Danielle Trumble seconded to accept the Director's Report. Motion passed unanimously.

**Unfinished Business:**

None

**New Business:**

- **Shirt Factory Asbestos Abatement** – Director Wiles reviewed the lowest qualified bid for for the asbestos abatement of the Shirt Factory building. This bid was from ReClaim for \$18,888.00. BOPARC has approximately \$162,000.00 made up of unused hotel/motel dollars from fiscal years 2016/2017 and 2017/2018 as well as contingency. She recommended the Board accept ReClaim's bid and that BOPARC utilize \$18,888.00 of the \$162,000.00 for that purpose. Jenny Selin motioned and Ed Cordwell seconded to accept this recommendation. Motion passed unanimously.
- **Krepps APA Installation** – Director Wiles relayed to the Board that BOPARC had received one qualified bid on the APA installation project. The bid is from Paddock Pools for \$92,052.00. She further recommended the use of \$92,052.00 of the remaining \$143,112.00 for this purpose. Ed Cordwell motioned and Jenny Selin seconded to approve the bid and the recommended funding. Motion passed unanimously. Director Wiles noted that in total (structure bid that was accepted prior to this meeting and installation) the project would cost approximately \$165,000.00. Patrick Hathaway clarified that the project was funded in its entirety. Director Wiles confirmed that, yes, the project was fully funded with the installation as approved at this meeting and the structure having been funding by leftover coal severance from last year in addition to a shift of this year's vehicle allowances also originating out of coal severance funding.
- **Water Slides Change Order** – Director Wiles explained that there was a change order associated with the water slide refurbishment due to a measurement variation from the square footage originally provided. She recommended to the Board that this change order, in the amount of \$15,200.00, be approved. Also recommended that the funding be utilized from the remaining \$127,912.00. This will leave \$35,860.00 in the contingency line. Rick Landenberger motioned and Ed Cordwell seconded to approve the change order and funding source. Motion passed unanimously.

- **Marilla Park CDBG Playground** – Director Wiles recommended that the Marilla Playground replacement equipment project be awarded to Miracle Recreation/Taylor Sports, the lowest qualified bid for \$97,540.00. This project is funded by a Community Development Block Grant. Jenny Selin motioned and Rick Landenberger seconded to approve this selection. Motion passed unanimously.
- **DK Caretaker Position** – Interviews have been conducted and Director Wiles recommended Elzie Lavery, who is a strong internal candidate, for this position at \$16.50 per hour. Ed Cordwell motioned and Rick Landenberger seconded to approve this selection. *Per discussion portion William Hutchens objected to the need for the Board to approve these full-time positions, citing the fact that hiring staff was part of the Executive Director's responsibility and that he would like that position to be accountable for this action.* Motion passed unanimously.
- **Maintenance I Position** – With Mr. Lavery vacating his current position, Director Wiles recommended another applicant, Mr. Dennis Radford, for the open Maintenance I position with a starting rate of \$15.00 per hour. Danielle Trumble motioned and Rick Landenberger seconded to approve this recommendation. Motion passed unanimously.

**BOARD COMMENTS:**

- Danielle Trumble thanked Director Wiles and Assistant Director Travinski for the recent tour of the parks.
- Jenny Selin suggested that Board members might visit parks with staff and look for additional opportunities for improvement periodically, perhaps twice per year.
- Rachel Fetty thanked the staff for the APA Structure process and community meeting and mentioned that there were some swings at Jack Roberts Park that needed assessed with regard to height of seats. She also suggested that BOPARC consider a ga-ga ball pit as a future recreational component.
- Rick Landenberger stated that he continues to feel it is important that we move to update our Master Plan, something the William Hutchens stated he is in agreement with. Everyone discussed options for incorporating the \$10,000.00 allowed by the City for planning purposes and was in agreement that the Director **shall** begin to formulate options for a strategic planning session, leading to a master plan.
- Patrick Hathaway thanked Director Wiles and Assistant Director Travinski for attending the 1<sup>st</sup> Ward Neighborhood meeting recently and informed the Board that a representative from the Jerome Park neighborhood gave an overview of a proposal for Paul Preserve at the latest Neighborhood Coordinating Council meeting. He also continues to hope that we can move toward having restrooms in all of our parks.

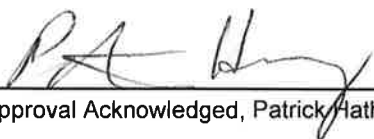
**ADJOURNMENT:** Ed Cordwell motioned for adjournment and the meeting adjourned at 4:56PM

Melissa Wiles

12-19-18

Respectfully Submitted, Melissa Wiles, Executive Director

Date



12/19/18

Approval Acknowledged, Patrick Hathaway, Board President

Date