

Minutes of October 13, 2021 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 3:03pm.

**Establish Quorum:** Members present included Jenny Selin, Danielle Trumble, Susan Klingensmith, and Jenny Thoma. Rachel Fetty was also in attendance.

**Approval of Minutes:** Minutes from September regular meeting were approved by consensus.

**Correspondence:** There was no correspondence.

**Public Comment:** There were no public comments. Ryan Hess from Mills Group presented an 'Ice Arena Project Updated Design Model.' The presentation reflected changes made based on the suggestions and direction of the Board to align the cost of the project with the original budget of at or near \$10million. The design presented focused on schematics and building footprint. Mr. Hess explained that the presented design was schematic in nature. Further engineering and design work will be needed to finalize a plan. Once the design and bidding process are complete, construction is slated to start at the end of the 2023 ice season.

**Financial Report:** Director Wiles reported that the finances were regular for the first quarter. Programming and rental fees were down, but this is typical for the season. Director Wiles and Finance Director Kevin Tennant pointed out a duplicate line item for Contracted Services. They will look further into it and resolve the matter. After running some numbers, Director Wiles was pleased to report that they were in the green for the summer! In addition, Director Wiles tested out an idea to see if it would be worthwhile to cut payables checks on a biweekly basis instead of every week. She found that it was not helpful—there were posting issues and the mail system is running slowly at this time. Danielle Trumble motioned to approve the financial report and Susan Klingensmith seconded the motion. The Financial Report was approved by consensus.

**Executive Director's Report:** Director Wiles updated the Board on a variety of projects. First, she introduced and welcomed Brett Hagerty to the BOPARC team as the new Trail Manager. She reminded everyone that on Thursday, October 14 there would be a public input session conducted by Thrasher in regards to the Marilla Pool project. Director Wiles indicated that the marketing study of the Wiles Hill Community building had wrapped up. Assistant Director Travinski had worked with Paula Fitzgerald from WVU on this project and reported that acquisition of new members, new activities, and retention of current programs and members were the main areas of focus. Ms. Travinski was pleased with the ideas and information presented by the student groups and will work with programming director Taylor to implement some of the new ideas.

**Old Business:** None

**New Business:** There were several items of new business presented by Director Wiles. First, Director Wiles presented the board with a proposal to work with the American Ramp Company and OEDC to pursue the possibility of upgrading the Marilla Skate Park and possibly incorporating a bicycle park. Hotel/Motel funds would be used to fund the planning and design stage of the project. Director Wiles requested the Board approve this request. If approved, Director Wiles would work with Ryan Simonton to draw up a contract. This project would fit into the timeframe of larger upgrades to the Marilla Park

system, essentially master planning for this system. Danielle Trumble made the motion to approve Director Wiles's request, Rachel Fetty seconded. Request was approved unanimously. Second, Director Wiles also requested that the Board support the continuation of the Ice Arena project as presented by the Mills Group. Rachel Fetty motioned to approve this request, Susan Klingensmith seconded. The request was approved unanimously. Next, Director Wiles stated that she had been working with Ryan Simonton to address Personnel Policy updates, specifically dealing with performance reviews, grievance procedure, and procurement policies. The updates would complete the process of bringing the employee handbook and personnel policy into the 21<sup>st</sup> century. Jenny Thoma motioned to approve the updates as discussed and Rachel Fetty seconded. The request was approved unanimously. Last, Director Wiles reported that while working with Kevin Tennant on financial reports, they uncovered some procedural challenges, specifically that there are not two BOPARC employees designated as signature holders. Ryan Simonton drafted a resolution addressing this issue. Danielle Trumble motioned to approve the request, Susan Klingensmith seconded. The request was approved unanimously.

**Board Comments:** Rachel Fetty said it was nice to be back and in person and grateful to be reappointed to the Board. She also appreciated the vigilance and hard work of BOPARC employees. Jenny Thoma was happy to be at her first meeting and was appreciative of the explanations and help from the rest of the group. She was also impressed by all the hard work done behind the scenes. Susan Klingensmith agreed with Rachel and Jenny and was appreciative and thankful for all the hard work Melissa and Marissa put in. Danielle Trumble was thankful for the Board retreat organized by the administration. She also reported there will be a tree planting on Saturday at Krepps Park and a cleanup scheduled for Whitmoore Park. Jenny Selin is also looking forward to the tree planting and reported that there will be music and food trucks at Hazel Ruby McQuain Park on Sunday. She is also appreciative of all the projects happening within the BOPARC system.

**Adjournment:** Meeting was adjourned at 5:14 pm.

Respectfully Submitted,

Susan Klingensmith

October 14, 2021

Approved by Consumers

November 10, 2021

Entered Into Record

