

Marion County Parks And Recreation Commission

__August 19, 2024____ – Regular Meeting Minutes

6:00 PM CVB Conference Room

COMMISSIONERS

PRESENT:

Jay Ford, President
Robert Brookover, Vice Pres.
Craig White, Secretary
J. Philip Burton, Treasurer
Jimmy Bledsoe
Tracy Evans – phone
Rick Garcia
Cathy Maxwell
Josh Rice
Dave Shaw
Butch Tennant

STAFF

PRESENT:

Tony Michalski, Director
Tina Mascaro, Sports Management Director

GUESTS:

I. Opening of the meeting and approval of minutes

The meeting was called to order at _6:00_p.m. by _Jay Ford_(President).

Board packets were mailed out as usual on the Wednesday before the board meeting. Most members did not receive their packet, so President Ford gave everyone time to look through the minutes.

The motion was made by __Phil Burton__ and seconded by __Butch Tennant__ for the **approval of the minutes** for _July 15, 2024_. Motion Carried ___X_____ Motion Denied _____

II. Financial Report for __July 2024__

There were no questions regarding the monthly financials. During the summer there are 6 weekday deposits made, which makes the bank statement very long. Tina asked, on behalf of the bookkeeper, if the board was ok with not having the actual deposit statement copied – which was 17 pages long last month. The same information is listed on the monthly reconciliation statement that is also included in the packet. The board was ok to have this statement excluded since the information can be found elsewhere.

The motion was made by __Josh Rice__ and seconded by __Rick Garcia__ for the **financial report and invoices** for __July 2024__. Motion Carried ___X_____ Motion Denied _____

III. Committee Reports – no committee meetings were held

- a. Program and Planning – Tony stated that this committee needs to meet in the fall before the October meeting to plan for future projects
- b. Finance
- c. Nominating
- d. Personnel

IV. Director's Report

- a. Middletown Commons Project Update – Tony traveled to Charleston August 13th to receive the \$1.5 million check for the Middletown Commons AMLER grant. The funds were deposited into the MCPARC account upon his return. We will meet to finally close on the property on August 23rd. MCPARC attorney Jarrod Devault will be present to assist with recording the deed and finalizing the paperwork. A copy of the notice to proceed letter from the WV DEP that outlined the timeline for the property purchase and the recording of the deed was included for the board to review. Tony also brought a sample of the deed to the meeting for review. A resolution for the property transaction was discussed. After closing, MCPARC has until 9/12/24 to record the deed and comply with the terms of the federal funding.

The motion was made by Butch Tennant and seconded by Josh Rice for the **approval of** resolution regarding the AMLER grant funds to purchase the 6.60 acres of property adjacent to the Middletown Commons known as parcel "A1" P/O tax map 21 parcel 10. Motion Carried X Motion Denied _____

Tony noted that we will need to adjust the budget to reflect that \$1.5 million was deposited and then used to purchase the property. He also noted that we have a single audit next year because of this.

The motion was made by Dave Shaw and seconded by Phil Burton for the **approval of** adjusting the current budget to reflect the revenue/expenditure of the \$1.5 million for the Middletown Commons Project____. Motion Carried X Motion Denied _____

The loan from the County Commission has still not been finalized but they have continued to pay each pay app as it is sent in. We are already past the \$600,000 gift amount and Tony asked Dave to follow up with County Administrator – Kris Cinalli to see where we are with that process.

- b. Mary Lou Retton Project Update – Minutes and photos from progress meetings #12 and #13 were included for the board. The project timeline has been adjusted slightly and we are anticipating a completion date of September 13th. We have been in contact with the Mountaineer Youth Football team that uses the facility, and we are looking forward to complete use of the building and field this season. We are in the planning stage for a ribbon cutting/recognition ceremony upon completion. We have also been working with Thrasher on social media updates regarding the project. Rick Garcia once again asked if we should begin the process of looking for corporate sponsors to support the park and rename it. All were in agreement that this was a good idea, but no committee was formed to begin the search process.

- c. Pool report – both pools have had very good attendance this season. A full financial report will be presented at the September board meeting once both pools have been closed. The 12th Street pool last day was August 11th, and the Wave pool remains open daily until August 18th and then will only be open on the weekends – closing on Monday, September 2nd. The repairs to the outer wall and deck at 12th Street were completed and MCPARC publicly thanks the Marion County Commission for funding the \$250,000 project. The County Commission will pay Naternicola Masonry directly. Rick Garcia asked if we should invite any lifeguards to the September meeting and thank them. Tony and Tina will determine if this is necessary.

- d. MCPARC Playground/Day Camp Program – Both programs ended July 19th. Attendance for both programs increased to well over 300 children daily. The Day Camp program held an end of

the year field trip to Altitude Pittsburgh on July 17th. MCPARC thanks Terri Atha and the Board of Education for assisting with providing hot lunches for all ten sites. The cost of the Day Camp program is still \$16/day but with the increased attendance we may need to consider increasing the cost next summer.

e. WVRPA conference – The 51st annual West Virginia Recreation and Parks conference will be held September 16-18 at Canaan Valley State Park and Resort. Both Tony and Tina will be attending. Copies of the registration and conference information were included for the Board's review. Due to the date of the conference, the September MCPARC board meeting will need to be moved.

The motion was made by Butch Tennant and seconded by Josh Rice for the **approval of** moving the September MCPARC Board meeting to September 23rd to accommodate MCPARC Director and Sports Management Director attending the WVRPA Conference. Motion Carried X Motion Denied

f. Project Report

i. MCPARC is continuing to work with local organizations to complete their community grant projects.

ii. Through funding from the County Commission, a new playground structure was installed at the For the Kids Soccer complex. Pictures were enclosed for the board to review.

iii. The multi-purpose practice field at Worthington Park continues to be developed.

iv. A workday was held at Hutchinson Park to improve the playground conditions and fix the lighting issues.

v. MCPARC continued to provide pool chemicals and assistance to the Mannington Pool and the Mannington Park Board.

vi. The pickleball court at Baxter Park, which was partially funded through the MCPARC community program has been completed.

vii. Work on the mudslide on the West Fork River/Ralph S. Larue Trail began. MCPARC maintenance team got a path through and was able to clear a large portion of the slide. During the clean-up, there was still falling debris and the slide was moving. 'Falling Debris' signs will be installed so that the trail can be open, but there are still concerns of more of the hillside coming down.

V. Sports Management Director Report

a. Community Engagement

i. MCPARC participated in National Night Out August 6th with a display table, giveaways, and games for kids.

ii. MCPARC will participate in Watson Elementary's Resource Fair Open House August 20th.

iii. MCPARC supported the Seth Burton Memorial Disc Golf Tournament with set-up and volunteer duties August 16th – 18th. Camping space was provided at East Marion Park for participants.

b. Programs

i. Food Truck policy for MCPARC property is open for discussion and approval.

The motion was made by _Bob Brookover _ and seconded by _Cathy Maxwell_ for the **approval of** the proposed MCPARC Food Truck Policy in our park properties. Motion Carried X

A copy of the policy is attached.

- ii. MLR project – we continue to work closely with all youth groups using the fields at MLR park to ensure that the construction site remains clear of park patrons.
- iii. Tina taught two pickleball lessons at Baxter Park – August 7th and 13th.
- iv. MCPARC is currently exploring on-line reservation/calendar programs to help streamline the process in the office and for people searching for available facilities.
- v. MOU's for both East and West Middle School boys' and girls' soccer, and for West Fairmont Colts Football and Cheer teams were presented to the board for approval.

The motion was made by __Josh Rice _ and seconded by _Butch Tennant_ for the **approval of** Memorandum of Understanding between East and West Middle School and MCPARC for use of our facilities located at For the Kid Soccer Complex and West Fairmont Colts Football and Cheer team to use facilities at Mary Lou Retton Park. Motion Carried X

MOU's will be delivered to all respective teams for signatures.

- vi. MCPARC Rookie Rugby program ended Saturday, August 17th with their last set of games at Doddridge County Parks and an end of season pizza and pool party. There is parent interest to start a middle school recreation team in the spring under MCPARC. The team also attended the Scotland v USA Men's 15 game on July 12th in Washington DC.
- vii. There will be another Family Rail Trail walk on September 8th beginning at the Worthington Trailhead.
- viii. K-3 Basketball registration will be held Oct. 7th – 31st.
- ix. We are monitoring the water levels at Guyses Run to determine if we'll be able to re-stock and hold the annual Trick or Trout event.
- x. The community garden received some much-needed clean-up care. Beds are all in full bloom and vegetables are growing.

VI. Maintenance Report

This month's maintenance report was not included because the maintenance computer crashed, and the supervisor could not get into the programs to print the report. Both Tony and Tina reviewed the many things the team had completed this month.

VII. New Business

Mike Book from the WV Raptor Rehab facility located at Bunnors Ridge contacted Tony. The 60-acre facility is located next to MCPARC's 90-acre parcel of property in that area. Mike indicated that it is stated in their deed if they dissolve the property becomes MCPARC's. Tony met on-site and asked Mike to come to a board meeting and explain the information he has regarding this transaction. There is a possibility for creating trails, hiking, camping, and facility rental and Phil noted that it would also be a great site for a disc golf course.

VIII. President's Remarks

None

IX. Around the Horn

- a. **J. Bledsoe** – no comment

- b. **R. Brookover** – Bob questioned if we had a timetable for the pickleball courts at East Marion. It was indicated that that project would not begin before spring and we needed to explore options for grants or it would have to wait until the next fiscal year.

- c. **P. Burton** – thanked MCPARC for their support of the Seth Burton Disc Golf tournament. It was a huge success; many campers utilized East Marion Park and were very grateful; the group collected 4 boxes of disc to be donated to a family who were participating from Ukraine.

- d. **T. Evans**– no comment

- e. **J. Ford**– no comment

- f. **R. Garcia**– no comment

- g. **C. Maxwell**– no comment

- h. **J. Rice**– no comment

- i. **D. Shaw** – thanked Tony and Tina for successfully juggling the busy summer season and staying on top of both the MLR project and the Middletown Commons Grant project.

- j. **B. Tennant** – questioned if we can get a grant for the pickleball courts. Tony and Tina will speak to their colleagues at the WVRPA conference next month and see how they funded their new courts.

- k. **C. White** - absent

With no further business, the motion was made by __Phil Burton__ and seconded by __Josh Rice__ for meeting adjournment at _7:03_ PM. The motion carried.

Tina Mascaro

Sports Management Director

August 20, 2024

Minutes Recorded By (Signature)

Title

Date

Approved/ Disapproved

Initials

Date

COPY OF FOOD TRUCK POLICY:

Marion County Parks and Recreation Mobile Vending Policy for Carts, Trailers and/or Vehicles

1. Operators or owners of a mobile vending operation must obtain a business license from the State of West Virginia. A business license from the City of Fairmont is also required if operating within city limits.
2. Operators must have all appropriate permits from the Marion County Health Department, City of Fairmont Building Department, and Fire Department if operating within city limits.
3. Operators/Owners of mobile vending operations must have MCPARC's written consent prior to setting up their business on or within said property. Interested individuals may call the office (304-363-7037) or email info@mcparc.com
4. Mobile vending vehicles must be parked in a legal manner and business operations shall be conducted only to pedestrians.
5. No service to the public shall be made from the street side of the vehicles parked within an approved on-street parking space; vehicle should be parked so that its service window faces the sidewalk when operating. No interference with pedestrians or vehicles.
6. Mobile vending carts, trailers, vehicles, and similar apparatus must be removed from the premises at the close of business every evening.
7. Mobile vending carts, trailers, and vehicles, and similar apparatus must be designed and built meeting normal industry standards and uses in a safe manner as determined by the City of Fairmont.
8. Mobile food vendor license and inspection certificates must be displayed in a conspicuous location for public view.
9. Mobile vending operations must not obstruct the safe ingress/egress or ADA accessibility within parking areas, sidewalks, or driveways.
10. Operators or owners of a mobile vending operation must provide a waste receptacle for customers which is clearly marked and request its use by customers; pick up, remove, and

dispose of all refuse within twenty-five (25) feet of the vendor's operating area at the conclusion of service.

11. MCPARC is not responsible for providing electric service to any mobile cart, trailer or vehicle.
12. The following groups have first rights at concession services at the following locations:
Fairmont Little League, Fairmont Senior High School, and West Fairmont Colts – Mary Lou Retton park, Marion County Youth Soccer – For the Kids Soccer Complex, East Fairmont Middle School softball, East Fairmont and Fairmont Senior High School tennis – East Marion Park.
During the summer, MCPARC wave pool has first rights to concession during pool hours. All mobile vending operations must get written confirmation from these organizations before using any of these facilities during the organization's regular operating hours.
13. Mobile vendors agree to indemnify, and shall protect and hold MCPARC harmless from and against liabilities, losses, claims, demands, costs, expenses, and judgements of any nature arising or alleged to arise from or in connection with the following: Any injury to, or the death of, any person or persons, or loss or damage to property on or about the premises or on any adjoining property arising from or connected with the premises during the term of usage on MCPARC property.
14. Mobile vendors shall resist and defend any action, suit or proceeding brought against MCPARC by reason of any such occurrence by counsel designated by MCPARC.