

Morgan County Parks & Recreation Board (MCPRB)

Meeting Minutes: 1/20/21

Appointed Members: (Term Expiration) P - Present / A - Absent

***Director: Dawn Beal P**

County Commission (MCC):

Joel Tuttle (annual) A

Open

Jason Didawick (1/1/24) P

Board of Education (BOE):

Aaron Close (annual) P

Open

Ryan Fincham (1/30/2022) P

Town of Bath (TOB):

Spencer Shives (6/30/2023) P

Joe Anderton (6/30/21) P

Melissa Bartley (6/30/2022) A

The meeting was called to order by Vice-Chair Ryan Fincham at 7:01pm.

The agenda was approved by consensus.

The November 18, 2020 meeting minutes were reviewed and approved. (Moved-Didawick, Seconded-Shives). Ryan Fincham noted that the October 2020 minutes have not yet been prepared.

Financial reports were presented, reviewed, and approved. (Moved-Anderton, Seconded-Shives)

A motion to re-appoint Jason Didawick through 1/1/2024 was made by Anderton, seconded by Shives passed unanimously. There remain two open member positions.

Public Comment: None

Little League concession stand roll-up window

After discussion, a motion was made to lay this motion on the table. (Moved-Didawick, Seconded-Anderton)

Biddy Buddy Basketball

On a motion by Close, seconded by Shives, the Board unanimously approved to continue the biddy buddy basketball season consisting of six games and six practices and a budget of \$3,500 to cover PPE, sanitizer products, shirts, facility rental, and other costs. The season will follow the Board approved Covid measures, the Governor's orders, and at the Parks and Recreation Director's discretion. The Board also agreed that more camps and activities should be safely planned for late spring and summer.

MCPR Facility Use and Rental Agreement

The Board reviewed the draft rental agreement, and after discussion the Board unanimously approved the draft to be used with the expectation that amendments may be necessary in the future as needed. (Moved-Close, Seconded-Didawick) The Board also noted that a schedule for the parks use and when they are booked will need to be developed. Joe Anderton noted that the website should be updated with descriptions of the amenities for each park and it can also be used for the scheduling. The Board agreed.

Director Update

Director Beal is working on finding and applying for grants. She requested short bios from each member for those grant requests. Director Beal noted that she continues to work on Biddy Buddy Basketball. She has received nine refund requests. The Board moved to grant the refunds and set a date of January 27th as the deadline for any future refund requests. Passed Unanimously (Moved-Close, Seconded-Shives).

Other Items

Aaron Close noted that WVDEP has not given final approval for the termination of the erosion sediment control measures at the new tennis court facility, but that is expected to happen soon. The tennis courts will hopefully be open to the public March 1st.

Adjournment at 8:03pm (Moved-Close, Seconded-Anderton, passed unanimously).

Joel Tuttle, President

Ryan Fincham, Secretary

MORGAN COUNTY PARKS & RECREATION COMMISSION

02/16/21

Profit & Loss

Cash Basis

January 1 through February 15, 2021

| | Jan 1 - Feb 15, 21 | Jul 1, '20 - Feb 15, 21 |
|---|--------------------|-------------------------|
| Ordinary Income/Expense | | |
| Income | | |
| Back to School Bash Donations | 0.00 | 6,083.00 |
| Direct Public Support | | |
| Corporate Contributions | 0.00 | 2,000.00 |
| Morgan County Commission | 6,202.00 | 20,171.50 |
| Town of Bath | 250.00 | 750.00 |
| Total Direct Public Support | <u>6,452.00</u> | <u>22,921.50</u> |
| Indirect Public Support | | |
| Grants | 0.00 | 1,000.00 |
| Total Indirect Public Support | <u>0.00</u> | <u>1,000.00</u> |
| Other Types of Income | | |
| Field Rent | 0.00 | 600.00 |
| Miscellaneous Revenue | 0.00 | 600.00 |
| Sign Rental | 0.00 | 900.00 |
| Total Other Types of Income | <u>0.00</u> | <u>2,100.00</u> |
| Program Income | | |
| Adult Basketball | 0.00 | 74.00 |
| Biddy Buddy | | |
| Registration | -445.00 | -395.00 |
| Biddy Buddy - Other | 150.00 | 1,147.68 |
| Total Biddy Buddy | <u>-295.00</u> | <u>752.68</u> |
| Total Program Income | <u>-295.00</u> | <u>826.68</u> |
| Total Income | <u>6,157.00</u> | <u>32,931.18</u> |
| Expense | | |
| Bank Service Charges | 0.00 | 0.00 |
| Contract Services | 312.00 | 312.00 |
| Facilities and Equipment | | |
| Biser Street Park Improvements | 0.00 | 0.00 |
| Biser Street Toilet Rental | 0.00 | 720.00 |
| Electric Soccer Field | 0.00 | 79.42 |
| General Repairs & Maintenance | 0.00 | 218.81 |
| Little League Fields - 522 | | |
| 522 Field Improvements | 0.00 | 208.37 |
| Electric 522 Lights/WB/PK | 0.00 | 537.96 |
| Repairs and Maintenance | 0.00 | 0.00 |
| Waste Removal (522 fields) | 0.00 | 622.43 |
| Total Little League Fields - 522 | <u>0.00</u> | <u>1,368.76</u> |
| North Berkeley Park Improvement | 0.00 | 0.00 |
| Soccer Field Improvements | 0.00 | 0.00 |
| Total Facilities and Equipment | <u>0.00</u> | <u>2,386.99</u> |
| Office Supplies | <u>0.00</u> | <u>54.66</u> |
| Operations | | |
| Postage, Mailing Service | 0.00 | 33.00 |
| Safety Fee | 48.00 | 144.00 |
| Utilities | | |
| North Berkeley | 0.00 | 23.89 |
| Utilities - Other | 73.91 | 375.43 |
| Total Utilities | <u>73.91</u> | <u>399.32</u> |
| Total Operations | <u>121.91</u> | <u>576.32</u> |
| Other Types of Expenses | | |

8:10 AM
02/16/21
Cash Basis

MORGAN COUNTY PARKS & RECREATION COMMISSION

Profit & Loss

January 1 through February 15, 2021

| | <u>Jan 1 - Feb 15, 21</u> | <u>Jul 1, '20 - Feb 15, 21</u> |
|--------------------------------------|---------------------------|--------------------------------|
| Insurance - Liability, D and O | 0.00 | 2,129.00 |
| Total Other Types of Expenses | 0.00 | 2,129.00 |
| Payroll Expenses | 3,686.36 | 7,484.87 |
| Program Expenses | | |
| Back to School Bash | 0.00 | 9,142.72 |
| Biddy Buddy Basketball | | |
| Practice Space | 900.00 | 900.00 |
| Supplies | -219.07 | 66.84 |
| Total Biddy Buddy Basketball | 680.93 | 966.84 |
| Total Program Expenses | 680.93 | 10,109.56 |
| Total Expense | 4,801.20 | 23,053.40 |
| Net Ordinary Income | 1,355.80 | 9,877.78 |
| Net Income | 1,355.80 | 9,877.78 |

MORGAN COUNTY PARKS & RECREATION COMMISSION
Profit & Loss Budget vs. Actual
July 2020 through June 2021

| | Jul '20 - Jun '21 | Budget |
|--------------------------------------|-------------------|------------------|
| Ordinary Income/Expense | | |
| Income | | |
| Back to School Bash Donations | 6,083.00 | 3,460.00 |
| Direct Public Support | 2,000.00 | 2,000.00 |
| Corporate Contributions | 20,171.50 | 31,010.00 |
| Morgan County Commission | 750.00 | 1,000.00 |
| Town of Bath | | |
| Total Direct Public Support | 22,921.50 | 34,010.00 |
| Indirect Public Support | | |
| Grants | 1,000.00 | |
| Total Indirect Public Support | 1,000.00 | |
| Other Types of Income | | |
| Field Rent | 600.00 | 1,300.00 |
| Miscellaneous Revenue | 600.00 | 550.00 |
| Sign Rental | 900.00 | 900.00 |
| Total Other Types of Income | 2,100.00 | 2,750.00 |
| Program Income | | |
| Adult Basketball | 74.00 | |
| Biddy Buddy | 0.00 | 0.00 |
| Concessions | -395.00 | 0.00 |
| Registration | 0.00 | 0.00 |
| Team Sponsors | 1,147.68 | 0.00 |
| Biddy Buddy - Other | | |
| Total Biddy Buddy | 752.68 | 0.00 |
| Swim Camp | 0.00 | 0.00 |
| Volleyball Program | 0.00 | 1,200.00 |
| Total Program Income | 826.68 | 1,200.00 |
| Total Income | 32,931.18 | 41,420.00 |
| Expense | | |
| Bank Service Charges | 0.00 | |
| Contract Services | 3,900.00 | 6,050.00 |
| Auditing Fees | 312.00 | |
| Contract Services - Other | | |
| Total Contract Services | 4,212.00 | 6,050.00 |
| Facilities and Equipment | | |
| Biser St Park Improvements | 0.00 | 0.00 |

MORGAN COUNTY PARKS & RECREATION COMMISSION
Profit & Loss Budget vs. Actual
 July 2020 through June 2021

| | Jul '20 - Jun '21 | Budget |
|---|-------------------|------------------|
| Biser Street Park Improvements | 0.00 | |
| Biser Street Toilet Rental | 720.00 | 0.00 |
| Capital/Equip Improvements | 0.00 | 0.00 |
| Electric Soccer Field | 79.42 | |
| Equip Rental and Maintenance | 0.00 | 0.00 |
| General Repairs & Maintenance | 218.81 | 0.00 |
| Little League Fields - 522 | | |
| 522 Field Improvements | 208.37 | 0.00 |
| Electric 522 Lights/WB/PK | 537.96 | 6,026.58 |
| Field Dirt | 0.00 | 0.00 |
| Repairs and Maintenance | 0.00 | 1,347.74 |
| Waste Removal (522 fields) | 622.43 | 1,429.74 |
| Total Little League Fields - 522 | 1,368.76 | 8,804.06 |
| North Berkeley Park Improvement | 0.00 | 0.00 |
| Soccer Field Fencing | 0.00 | 0.00 |
| Soccer Field Improvements | 0.00 | 0.00 |
| Volleyball Supplies | 0.00 | 250.00 |
| Facilities and Equipment - Other | 0.00 | 0.00 |
| Total Facilities and Equipment | 2,366.99 | 9,054.06 |
| Office Supplies | | |
| Operations | 54.66 | |
| Advertising | 0.00 | 30.00 |
| Postage, Mailing Service | 33.00 | 126.36 |
| Printing and Copying | 0.00 | 192.00 |
| Safety Fee | 144.00 | 0.00 |
| Supplies | 0.00 | |
| Utilities | | |
| North Berkeley | 23.89 | |
| Utilities - Other | 375.43 | 1,158.16 |
| Total Utilities | 399.32 | 1,158.16 |
| Total Operations | 576.32 | 1,506.52 |
| Other Types of Expenses | | |
| Insurance - Liability, D and O | 2,129.00 | 3,320.00 |
| Other Costs | 0.00 | 0.00 |
| Total Other Types of Expenses | 2,129.00 | 3,320.00 |
| Payroll Expenses | 7,484.87 | 15,734.41 |
| Program Expenses | | |
| Back to School Bash | 9,142.72 | 3,554.10 |

MORGAN COUNTY PARKS & RECREATION COMMISSION
Profit & Loss Budget vs. Actual
July 2020 through June 2021

| | Jul '20 - Jun 21 | Budget |
|-------------------------------------|------------------|------------------|
| Biddy Buddy Basketball | | |
| Awards | 0.00 | 0.00 |
| Basketballs | 0.00 | 0.00 |
| Concessions | 0.00 | 0.00 |
| Jerseys | 0.00 | 0.00 |
| Practice Space | 900.00 | 0.00 |
| Shirts | 716.00 | 0.00 |
| Supplies | 66.84 | 0.00 |
| Total Biddy Buddy Basketball | 1,682.84 | 0.00 |
| Halloween Trunk or Treat | 0.00 | 0.00 |
| North Berkeley | 0.00 | 0.00 |
| Swim Camp | 0.00 | 0.00 |
| Total Program Expenses | 10,825.56 | 3,554.10 |
| Reconciliation Discrepancies | 0.00 | 0.00 |
| Travel and Meetings | | |
| Travel | 0.00 | 150.00 |
| Total Travel and Meetings | 0.00 | 150.00 |
| Total Expense | 27,669.40 | 39,369.09 |
| Net Ordinary Income | 5,261.78 | 2,050.91 |
| Net Income | 5,261.78 | 2,050.91 |

MORGAN COUNTY PARKS & RECREATION COMMISSION

8:12 AM

02/16/21

Cash Basis

As of February 16, 2021

Balance Sheet

| | |
|-----------|-------------------------------|
| | ASSETS |
| | Current Assets |
| | Checking/Savings |
| | 2010-11 Checking |
| | ACCOUNT # 4110748 (OPERATING) |
| -192.00 | Total Checking/Savings |
| 19,926.18 | Total Current Assets |
| 19,734.18 | TOTAL ASSETS |
| 19,734.18 | LIABILITIES & EQUITY |
| 14,472.40 | Equity |
| 5,261.78 | Unrestricted Net Assets |
| 19,734.18 | Net Income |
| 19,734.18 | Total Equity |
| 19,734.18 | TOTAL LIABILITIES & EQUITY |

Feb 16, 21