

Woodburn Redevelopment Commission
Meeting Minutes
March 27, 2014, 7:00 PM

Meeting was called to order by Chris Haddox at 7:02 PM.

PRESENT: City Manager Jeff Mikorski, City Council Representative/Deputy Mayor Marti Shamberger, and Commission Members: Mary Angel Blount, Christina “Nikki” Byrne-Hoffman, Mark Furari, Chris Haddox, Tim Mashburn, and Bonnie Witmyer. Commission member Kerry Lilly had family in from out of town and was not able to attend. Councilmen Bill Kawecki and Nancy Ganz, as well as Mel Burch from BOPARC were also in attendance in the public audience.

APPROVAL OF THE MINUTES: Minutes were approved as discussed. Deputy Mayor Marti Shamberger moved to approve the minutes. It was seconded by Mary Angel Blount.

CORRESPONDENCE/ITEMS NOT ON AGENDA:

By-laws- Secretary Byrne-Hoffman had forwarded a copy of the by-laws to all members and the City Manager before the meeting and Chair Haddox asked for a motion to approve the by-laws. Deputy Mayor Shamberger made the motion to approve the by-laws. Commission member Tim Mashburn seconded the motion.

Miscellaneous Community Update- Chair Haddox brought to attention the discussion of a new Ice Sports facility in the area and asked members to reflect on how that might affect or involve the WSRC’s vision for the community and the Woodburn property.

Facebook Page- Commission member Tim Mashburn mentioned that the WSRC needs a Facebook page to advertise meetings and events, such as the Woodburn Arts & Music Festival on May 3rd. Secretary Byrne-Hoffman stated she was in the process of developing a Facebook Page, but was not published due to approval needed from the Commission. Tim Mashburn made a motion to make the Facebook page live. Bonnie Witmyer seconded. All in favor; none opposed

UNFINISHED BUSINESS:

Woodburn Arts & Music Festival- Secretary Byrne-Hoffman provided an update on the progress of recruiting volunteers to aid Abigail from the Boys & Girls Club in set up and tear down of the event. She asked members to please forward an email regarding volunteering to any interested parties. City Manager Mikorski suggested contacting the city liaison from the Student Government Association and Center for Civic Engagement regarding the volunteer opportunity, as well as forwarding the information to Susan Sullivan. Bonnie Witmyer suggested the Mon County Day Report Center, as it is a source of people needing volunteer hours. Mark Furfari said Mario’s Fishbowl will be donating proceeds from the sale of Mario’s Fishbowl food vending at the event.

Marketing of Woodburn Product/Website- Bonnie Witmeyer will be producing a brochure for the Woodburn Arts & Music Festival. She will work with Tim to pull info from the website.

Abigail from Boys & Girls Club/AmeriCorp will be contacted regarding a WSRC booth at the event. Tim Mashburn said the website is ready to send to the City.

Business After Hours Event- Commission Member Furfari said there was a good turn out. Councilman Kawecki, Chair Haddox, and members Lilly and Furfari were in attendance.

NEW BUSINESS and DISCUSSION:

BOPARC system and facilities management- Mel Burch provided a summary of her role at BOPARC, including her 13 year tenure at the agency and that she is now Interim Director for a 9 month appointment. Chair Chris Haddox asked how the possible short and long-term plans of the WSRC may fit into BOPARC's plans and visions in terms of available facilities. Mel Burch explained that BOPARC is interested in facilitating a relationship with the City regarding Woodburn, for example, as a booking agent. Details on who would collect monies for rentals and distribution of those monies would have to be discussed. She said from a technical standpoint, BOPARC could book on behalf of the entity operating the facility.

Councilman Bill Kawecki had previously brought a multimedia group in to do a walk-through of the facilities. They provided a breakdown of the amenities Woodburn has to offer (was emailed to all members prior to the meeting). He said this could be used to develop a program of what we have into the BOPARC/City website.

Known egress/ADA access issues were discussed. Mel stated that the Wiles Hill Senior Center was allotted \$0.5 million for updates for ADA access and the 2nd floor is still not accessible. However, equivalent amenities, activities, and classes are offered on the first floor to accommodate that issue. BOPARC had investigated getting a chair lift, which runs about \$6-7k.

Leasing out the ground floor and 2nd floor was discussed and the idea of private use versus public use and the associated accessibility issues.

City Manager Jeff Mikorski stated that the 2nd floor was an issue. Items needed would be bathroom exit modification, security keying of the doorway, and repair of the fire escape.

Discussion lead to how rates for the multipurpose building and the modular building could be assessed. Mel Burch mentioned the rates for Marilla Center (double the square footage) are \$200 for 4 hours, or \$400 for 5 or more. The rates were lower before the renovation (Mel thinks around \$50/2hr?). Councilwoman Nancy Ganz mentioned that maybe the focus for rates should be amenities and not square footage. Mel said the Wiles Hill gym is rented out \$25-50/hr depending on the time of day, and \$25/hr for classroom space.

Mel discussed with City Manager Mikorski the ability of BOPARC to practice event booking for Woodburn through a Memo of Understanding (MOU) from the City and to "put it on paper" past both boards (WSRC and BOPARC).

It is currently understood that the City is currently responsible for cleaning the spaces not leased if they were booked for events. It was suggested that there could be a charge for chairs and tables and the booking system could reflect a "with or without" price for those amenities.

Councilwoman Ganz mentioned renting of the classrooms in the modular. Councilman Kawecki mentioned that it could be an incubator for businesses, which could be chosen from responses

from a request for proposals (RFP). It was discussed that Sharon Turner from the Morgantown Public Library has a grant for computer stations and a reading room, but does not have a place for the computers. Councilwoman Ganz asked how the City leases to other city entities, if the MPL wanted to rent space at Woodburn. City Manager Mikorski responded that a mechanism exists, and the Morgantown Parking Authority rents office space from the City. Tim Mashburn mentioned that Bliss Bliss Bliss yoga studio is over capacity and may be looking for space.

Mel stated she was also curious who is responsible for upkeep and inspection of the playground. Jeff stated BOPARC is currently responsible for maintenance from the top of the hill down (includes the entire playground area). Mel said she would make sure her playground equipment inspector comes by to certify the playground, and she knew there was an existing issue with the "fall zone" being inadequate. I.C. White money was restated as existing with the partial intention of park/green space upkeep.

Secretary Byrne-Hoffman asked Mel how BOPARC Community Gardens function, as she knew Wiles Hill was starting one at their Senior Center facility this year. Mel said volunteers from the community sign a consent form and all maintenance of the garden is conducted by them. They are covered as BOPARC employees would be in terms of liability issues. On the topic of liabilities, insurance issues were discussed regarding when there is a MOU with a group.

Recycling/General Property Upkeep- Chair Haddox stated there is now a recycling bin on site, but it is inadequate. Lots of recyclables are seen in the dumpster. He will contact Tom Arnold to get a more adequate recycling bin.

Presentations of other Community Projects by Members- Chair Haddox presented the idea of a multi-tenant non-profit center. He used examples from other sites and mentioned parties who may be interested in such a venture. United Way was mentioned. He used an example from Somerset, PA, which was an old school. It had 10 tenants who were all human service related. It also featured conference rooms and classrooms. Chair Haddox will invite his friend Andy Johnston from Loudoun Cares to give a presentation on his work regarding non-profit centers. He stated there is a wealth of non-profits in Morgantown and surrounding areas, and he can talk with United Way and others in the non-profit community about this idea, if we're interested. He moved to bring in Andy. Deputy Mayor Shamberger seconded the motion. All in favor; none opposed. Due to a malfunction, Chair Haddox said he would put his presentation on the website.

Request for Proposals (RFP)- Councilwoman Ganz stated the Botanic Garden didn't have their vision complete when the process began and that is something to keep in mind during this process. She mentioned that we could start with a funder and let them help us develop the vision. The McQuain family was mentioned as a possible entity to approach. It was stated that we would submit a recommendation to Council to submit the RFP. Member Furfari said reaching out to former students of Woodburn may be a source of potential funding; many are now successful and want to give back to the community they grew up in. The idea of starting a 501C3 for the WSRC and starting a funding line through the City as a means of accepting donations was discussed.

ADJOURNMENT: Chair Haddox asked for a motion to dismiss. Deputy Mayor Shamberger made the motion to adjourn. Tim Mashburn seconded the motion. The meeting adjourned at 8:43 PM.