

Minutes of the February 28, 2013 Meeting of the Board of Park and Recreation Commissioners
Location: Marilla Center, Marilla Park, Morgantown, WV

Call to Order: Meeting was called to order at 5:00PM

Establish Quorum: Board Members present – Denver Allen, Frank Scafella, Edward Cordwell, Marti Shamberger, Bob Clonch, Ron Justice, Nancy Ganz. Staff Present – Mark Wise, Melissa Burch, Randy Moore, Gordon Shilling. Ex-Officio Treasurer J.R. Sabatelli also present.

Minutes: In review of the minutes from the January meeting, Marti Shamberger pointed out that the last name Bebout needed corrected in spelling. Ed Cordwell moved for approval of those minutes as amended. Denver Allen seconded. Minutes approved as amended unanimously.

Delegations and Guests: Guy Panrell attended the meeting and spoke as a citizen requesting that the Board be aware that City Council candidates should present themselves as representing their neighborhoods or personal views and not those of BOPARC.

John Duarte of Mon Rowing was on hand to talk about rowing and storage of boats and equipment and requested the support of BOPARC for the rowing club. The Board asked Mr. Duarte to come back with a proposal indicating what type of support the club wished to receive.

Correspondence: No correspondence

Financial Report: J.R. Sabatelli presented the financial report for the month, including the City budget presentation to council. He explained the differences in BOPARC's allocation, including the adjustment to the Life and Health Fund, CTL lease payment and assistance with PERS going up. Frank Scafella motioned and Ron Justice seconded for approval of the Financial Report. Motion passed unanimously.

Director's Report: Director Wise presented his report including information on Positive Spin's new committee that is actively working to keep the intent of Positive Spin alive in the community. The Botanic Gardens meeting went well and Director Wise will be working with that group on a possible maintenance agreement and the monies that would come from said agreement. Director Wise and Program Manager Marissa Travinski are working with Friends of Decker's Creek on the effort toward a water festival. Mark also covered proposed changes to the high school hockey program which would affect the ice arena in that seasons would be split throughout the months of October to May. Lastly, Mark recently met with the newly appointed Coordinator of Programs and Services for the County. This position will oversee County parks and we now have a point person now for County parks, policies, procedures.

OLD BUSINESS: No Old Business

NEW BUSINESS:

- A. MBA Agreement – Director Wise reported we have been working with them toward an updated, formal agreement with Morgantown Baseball Association and presented the draft of the same. Denver Allen and Nancy Ganz requested it have final review by City legal council. Director Wise will see to this and it will be finalized next month.
- B. Job Descriptions/Additional Duties – Director Wise gave an overview of added duties to three job descriptions (Assistant Director, Office Manager, Maintenance Specialist/Ice Arena Manager), corresponding shift in duties for the Executive Director, and formal job description for the

Maintenance Operation Manager. Budget for the additional duties is pre-existing and to be allocated from the Park Operations line of the Hotel/Motel budget in the amount of \$19,656. Frank Scafella motioned and Ron Justice seconded to approve this adjustment to the budgeted allocation. Motion passed unanimously. Denver Allen motioned to accept changes to the Executive Director job description and for formal acceptance of the updated job description for Maintenance Operations Manager. Marti Shamberger seconded this motion. Motion passed unanimously.

- C. Drug and Alcohol Policy – Additional requirements of the drug and alcohol policy were presented. These requirements are necessary for BOPARC to participate in Wedgewood’s random testing program for safety sensitive positions. Ron Justice motioned and Ed Cordwell seconded to approve the requirements and additions to the policy. Motion passed unanimously.
- D. Purchasing Limits – Director Wise requested that the \$5,000 purchase limit be increased to \$10,000 in order to better reflect needs assessment and corresponding City policy. Ron Justice motioned and Ed Cordwell seconded to approve this request. Motion passed unanimously.

Board Comments: Marti Shamberger reported on the collaborative meeting on Monday and the tour of Woodburn School. Both Ron Justice and Marti spoke further about the original citizen committee trying to facilitate what could happen to the old school and property.

The City must make a decision and commitment by April 1st should it wish to secure the property at \$490,000 over seven years with zero percent interest. There is approximately 4 acres of property and a walking trail as well as a movable building that may be sold.

Director Wise has been present at several meetings regarding the property and structures and stated that he has clearly indicated that BOPARC is not interested in occupying the school itself but possibly the green space and the old gym.

Denver Allen spoke to the Executive Director position and stated that the policies should state that it is evaluated once per year. Director Wise indicated that the policies state this and that all managers had recently been evaluated for the year.

Operations Report/Staff Information: Operations report was presented and staff answered questions as needed.

Adjournment: Ed Cordwell motioned for adjournment and meeting adjourned at 7:05PM.



3-27-13

Respectfully Submitted, Melissa J. Burch, Secretary to the Board

Date



3/28/13

Approval Acknowledged, Robert Clonch, Board President

Date