

**Minutes of the June 25, 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 5:02PM

**Establish Quorum:** Board Members present – Denver Allen, Edward Cordwell, Frank Scafella, Bob Clonch, Ron Justice, Nancy Ganz. Board not present – Marti Shamberger. Staff Present – Mark Wise, Melissa Burch, Joe Kaehler. Ex-Officio Treasurer J.R. Sabatelli also present.

**Minutes:** Nancy Ganz moved for approval of the May, 2013 minutes. Frank Scafella seconded. Minutes approved unanimously.

**Delegations and Guests:** City Manager Jeff Mikorski was present to talk about the transition of use and sale of Woodburn Elementary. There are two components to the area. The first is the green space and hillside, which comprises approximately 2.5 acres. The second component consists of the structures (buildings). The City requests that BOPARC utilize a portion of the I.C. White money to assist in the purchase of the property and also that BOPARC work with the City to finalize details regarding the green space and playground maintenance. The payment for the sale of the property would be paid off over seven years. The commitment from the O.C. White monies would be \$140,000.00 and would be dedicated to the value of the greenspace only. Mr. Mikorski indicated that the amount could cover the first two years of payments on the property. President Clonch inquired as to whether the City would assist in funding the maintenance of the property. Nancy Ganz expressed concerns about liability related to maintenance issues and whether some of the funds could be used for needed repairs when the time came. This subject was held for further discussion and action if needed under Director Wise's report.

Andrea Sikorsi was on hand to speak about the Kiwanis Playground project and whether that could be a funding source for the Woodburn neighborhood. Director Wise said he was slated to attend the Neighborhood Association meeting the following week to discuss.

Bill Kawecki, new City Council member, was on hand to observe as well as Council Member Linda Herbst.

**Correspondence:** Director Wise reviewed correspondence.

**Financial Report:** J.R. Sabatelli presented the financial report for the month. Denver Allen motioned for approval of the financial report. Ed Cordwell seconded. Motion passed unanimously.

**Director's Report:** Director Wise presented his report including:

- A. I.C. White Fund – as previously discussed by City Manager Jeff Mikorski and the Board. Denver Allen added that it would benefit the Woodburn Neighborhood to contribute in some manner to the purchase of the property. There was additional discussion concerning the points above on long term maintenance and the impact of additional greenspace and maintenance on the BOPARC budget. Ron Justice motioned that BOPARC commit to \$70,000.00 of the I.C. White funding for the first year sales funding and up to \$140,000.00 as noted in request by the City. He further motioned that the \$140,000.00 be proposed to be matched by the Neighborhood Association, the City, and Board or other interested entity in any combination as a means of maintaining the space or aiding with the purchase. Nancy Ganz seconded this motion. Motion passed unanimously.
- B. Bass Tournament Support – Director Wise reviewed the annual Bass Tournament sponsorship, which was released the week prior to meeting.
- C. Car Allowance – J.R. Sabatelli presented the accounting detail for the requested change of the Director's car allowance to be included in the salary line. Ron Justice motioned and Ed Cordwell seconded to approve this accounting change. Motion passed unanimously.
- D. Kiwanis Agreement Draft – Director Wise presented the Kiwanis Playground Project draft points for Board review. No action necessary at this time.
- E. Foundation Update – Director Wise said this item will be discussed at next meeting.

- F. Smoking Policy – Director Wise has talked to several other parks and the issue of smoking in and around parks is being handled in various ways. More research will be done and any policy changes will be brought back to the Board at next meeting.

**OLD BUSINESS:**

- A. Hotel/Motel Tax Support for Storage Building – Director Wise reviewed developments in the storage facility planned for White Park. The contractor has indicated that it is important to insulate the building as it is installed to prevent humidity issues and other atmospheric considerations. This resulted in a change notice to the accepted bid, resulting in the need for an additional expenditure in the amount of \$7,459.00. Director Wise requested that a portion of the \$50,000.00 reserve in Hotel/Motel Tax be utilized to cover this additional expense. The remainder of the reserve he requested be earmarked to ensure adequate funding for the material and prep work. Ron Justice motioned and Ed Cordwell seconded to approve these requests. Motion passed unanimously.

**NEW BUSINESS:**

- A. Positive Spin Agreement – Director Wise presented the draft agreement with Positive Spin and indicated they were in agreement with the terms and awaiting insurance verification. Frank Scafella motioned and Nancy Ganz seconded to approve this agreement pending required insurance documentation from Positive Spin. Motion passed unanimously.

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

**Adjournment:** Frank Scafella motioned for adjournment and meeting adjourned at 6:32PM.

*Melissa Burch*

*7/25/13*

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

Date

*Robert Clonch*

*7/25/13*

Approval Acknowledged, Robert Clonch, Board President

Date