

**Minutes of the June 25, 2015 Meeting of the Board of Park and Recreation Commissioners**  
**Location: Marilla Recreation Center, Morgantown, WV**

**Call to Order:** Meeting was called to order at 5:04pm

**Establish Quorum:** Board Members Present – Bob Clonch, Ron Justice, Nancy Ganz, Marti Shamberger and Ed Cordwell. Board Not Present – Denver Allen and Sera Zegre. Staff Present – Melissa Burch and Brooke McKinney. Ex-Officio Treasurer not present.

**Minutes:** Ed Cordwell motioned to approve the May Meeting minutes and Marti Shamberger seconded. May minutes approved unanimously.

**Oral Communications:** Patrick Kirby from the River Town Program and Bill Kawecki were present to discuss an RFP for Art. They have identified Mountaineer Heritage Park as a possible location for the public arts project. The public arts project would consist of displaying art in an area for up to one year. The next step for the group will be to speak with the Urban Landscape Commission to get approval.

**Correspondence:** Director Burch reviewed correspondence. Ed Cordwell has been reappointed to the BOPARC Board.

**Financial Report:** Director Burch provided the board with a financial report. Ron Justice motioned to approve the presented financial report and Nancy Ganz seconded. Motion passed unanimously.

**Executive Director's Report:** Director Burch presented her report. As a part of her report, she reviewed the cost saving measures BOPARC already has in place as well as some additional measures for the new fiscal year. She will also continue to research alternative health insurance plans. Director Burch requested a directive from the board to do the cost saving measures and to go forward with a plan on exploring additional funding options. She will bring a proposal for the board to the June Meeting for a vote.

**Unfinished Business:**

- **Jack Roberts Wall Estimates** – Director Burch presented two proposals for the repair to the wall issue at Jack Roberts Park. One quote from Anderson Excavating, for \$8,302.80, is for sloping and adding sod to the area where the wall has collapsed. The second quote from Raimondo, for \$74,304.00, is to rebuild the collapsed portion of the existing wall. Ed Cordwell motioned to move forward with City Engineering to see what their recommendation is and Ron Justice seconded. Motion passed unanimously.

**New Business:**

- **Customer Service Position** - Director Burch recommended JoAnn Metzler for the full time Customer Service Assistant position. Ron Justice motioned the approval of hiring JoAnn Metzler for the Customer Service Assistant position at a rate of \$11 per hour and Nancy Ganz seconded. Motion passed unanimously.
- **Park Ranger Position Reclassification** – A park ranger position was in the upcoming year's budget. However BOPARC is going to work with the City of Morgantown on the possibility of a grant that will make it possible to cover some of the ranger's duties pretty inexpensively. Rich Downes has also returned to BOPARC as a park ranger on a part time basis. Director Burch is requesting the allocation of funds for a full time park ranger be shifted to the maintenance department for the addition of a full time maintenance position. This position will not be filled until later this year. Marti Shamberger motioned to approve the reallocation of funds for a new full time maintenance position. Ed Cordwell seconded. Motion passed unanimously.
- **Re-Allocation Request – City of Morgantown** - The City of Morgantown has requested an update on what BOPARC's plans are for the money allocated for the moving of the Galloway Log Cabin. Mr. Galloway has requested that the cabin not be moved unless it can be immediately reconstructed. Unfortunately, BOPARC does not have the funds to reconstruct it immediately. Ron Justice motioned to utilize the allocation for the moving of the Blaney Cabin to Dorsey's Knob Park. Nancy Ganz seconded. Motion passed unanimously.
- **WV Driver's License Language – PP** – Director Burch recommended that the phrase "valid WV Driver's License" be replaced with "valid Driver's License" in the vehicle use section of the personnel policies. Marti Shamberger motioned to update the phrase in the BOPARC personnel policies and Nancy Ganz seconded. Motion passed unanimously.

**Board Comments:** Director Burch briefly discussed her trip to the Ice Castle in PA. She also gave a quick recap of the longhorns at the Dorsey's Knob Park.

**Adjournment:** Ed Cordwell motioned for adjournment at 6:40pm and President Clonch seconded. Meeting adjourned by unanimous agreement.

Brooke McKinney

7/23/15

Respectfully Submitted, Brooke McKinney, Secretary to the Board

Date



7/23/15

Approval Acknowledged, Robert Clonch, Board President

Date