

Minutes of the October 27, 2016 Meeting of the Board of Park and Recreation Commissioners
Location: Marilla Recreation Center, Morgantown, WV

Call to Order: Meeting was called to order at 4:01 pm.

Establish Quorum: Board Members Present – Robert Clonch, Ron Justice, Nancy Ganz, Ed Cordwell (arrived at 4:37pm), Jenny Selin, Denver Allen. Board Members Not Present – Sera Zegre. Staff Present – Melissa Burch, Roger Moss, and Brooke McKinney. Ex-Officio Treasurer Jim Goff was present.

Minutes: Nancy Ganz moved to approve the September Meeting minutes and Jenny Selin seconded. The motion passed unanimously. Jenny Selin moved to approve the October 10, 2016 Special Meeting minutes and Ron Justice seconded. The motion passed unanimously.

Oral Communications:

Shirley Robinson and Robert Shumaker were on hand to discuss the renaming of the Marilla Park Tennis Courts after Beverly Mitten Shumaker. Mrs. Shumaker played a huge role in tennis in the Morgantown area starting in the 1970s and initiated Morgantown's first public tennis program for youth and adults (Morgantown Racquet Club). They believe it would an honor to name the courts after her because of the great work she has done in the community.

City Manager Glen Kelly was present to attend the work session portion of the meeting.

The following people were present to observe the meeting: Judy Semlar, Bill Kawecki, John DeProperso, Jerry Johnston and Scott, a WVU Student.

New Business:

- **Beverly Mitten Shumaker Tennis Courts Proposal** – The board discussed the accomplishments of Beverly Shumaker. Ron Justice motioned to move forward with the group working with Director Burch on renaming the Marilla Park Tennis Courts in accordance with BOPARC's Naming Policies. Director Burch will bring back any additional votes before the board as they work through the policies. Jenny Selin seconded. Motion passed unanimously.

Financial Report: Director Burch presented the financial report. Nancy Ganz moved to accept the financial report and Jenny Selin seconded. Motion passed unanimously.

Executive Director's Report: Director Burch reviewed the mini grant for Wiles Hill in relation to the Wiles Hill School Alumni Project. The small grant will be around \$1,500 if awarded.

Work Session – HRM Grant RE HRM Park: The purpose of the work session was to discuss the possibility of applying for a grant to the Hazel Ruby McQuain Foundation for Hazel Ruby McQuain Park. Brailsford and Dunlavey have provided an analysis of possible upgrades and additions to Hazel Ruby McQuain Park for the board to review. City Manager Kelly discussed the meeting he had with the Hazel Ruby McQuain Foundation and the board discussed what information should be included into the grant.

New Business:

- **HRM Park Grant** – After the work session discussion, the board agreed it is imperative to apply for the Hazel Ruby McQuain Foundation Grant. Ron Justice motioned to move forward with City Manager Kelly on the grant process, with Director Burch providing information and assistance. Jenny Selin seconded the motion. Motion passed unanimously.
- **Personnel Policy Updates** – Director Burch reviewed the updates to the personnel policies as presented in the board packet. Ed Cordwell moved to approve the updates as presented. Ron Justice seconded the motion. Motion passed unanimously.

- **Youth Baseball Program RFP** – Director Burch presented the draft request for proposals for the management of a youth baseball league and maintenance of the baseball fields. Ron Justice moved to accept the RFP and allow Director Burch to submit to the Dominion Post in order for it to be published in the legal advertisement section. Ed Cordwell seconded the motion. Motion passed unanimously.

Executive Session: President Clonch, pursuant to West Virginia Code Section 6-9 A-4 as it pertains to matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of an employee, called for the Board to enter into Executive Session. Ron Justice motioned and Ed Cordwell seconded for the Board to enter the Executive Session at 4:58pm. Motion passed unanimously.

- The regular session resumed at 5:22pm.
- **Organization Supervisory Chart Updates** – Denver Allen moved to accept the proposed organizational chart updates. Ron Justice seconded the motion. Motion passed unanimously.
- **Position Description/Compensation Updates** - Nancy Ganz motioned to approve job description of Manager 1 & 2 for Facilities Grounds Maintenance and Logistical Support. Ed Cordwell seconded the motion. Motion passed unanimously. Nancy Ganz moved to increase the pay for Thomas Moore from \$17.56 per hour to \$19.24 per hour, which is the entry level rate of pay for the operational manager level. Ron Justice seconded the motion. Motion passed unanimously.

Board Comments: Director Burch reviewed the Thrasher report on the Jack Roberts Wall restoration. Judy Semlar had a few comments on the report. She said the community as a whole would like the wall repaired, to look nice, be safe, be properly landscaped, and choose the stone that is used. The report presented several options. Judy Semlar announced the group is in favor of option 2 without a fence. Director Burch informed the group that the fence is not optional due to Code requirements.

Jenny Selin suggested that as we approach city budget time, BOPARC should make the budgetary needs of the organization known.

Adjournment: Ron Justice motioned for adjournment at 5:39pm and Bob Clonch seconded. Meeting adjourned by unanimous agreement.

Brooke McKinney

Respectfully Submitted, Brooke McKinney, Secretary to the Board

1/26/17

Date


Approval Acknowledged, Robert Clonch, Board President

1/26/17
Date