

**Minutes of the December 5, 2013 Meeting of the Board of Park and Recreation
Commissioners ~ Location: Dorsey's Knob Lodge, Morgantown, WV**

Call to Order: Meeting was called to order at 6:08PM

Establish Quorum: Board Members present – Bob Clonch, Ron Justice, Nancy Ganz, Marti Shamberger, Sera Zegre. Board not present – Denver Allen, Ed Cordwell. Staff Present – Mark Wise, Melissa Burch, Randy Moore, Joe Kaehler, Marissa Travinski, Gordon Shilling. Ex-Officio Treasurer J.R. Sabatelli also present.

Minutes: Marti Shamberger motioned and Nancy Ganz seconded to approve the October 2013 minutes. Minutes approved unanimously.

Executive Session: President Clonch, per WV Code 6-9A-4, called for the Board to enter into Executive Session at 6:10PM in order to discuss a legal matter and noted that the session was being called at the front of the meeting to accommodate for the schedule of an authority in attendance.

Regular Session: At 6:45PM, Sera Zegre motioned and Marti Shamberger seconded to return to regular session and continue the public portion of the meeting. Regular session resumed by unanimous agreement at 6:46PM.

Delegations and Guests: City Council member Bill Kawecki was present to observe as were two WVU students.

Correspondence: Director Wise reviewed correspondence.

Financial Report: J.R. Sabatelli presented the Financial Report and answered questions related to the same. Marti Shamberger motioned and Nancy Ganz seconded for approval of the Financial Report. Motion passed unanimously.

Director's Report: Director Wise presented his report including information on the charitable donations being placed in BOPARC's money market account, the Kiwanis agreement for the Paul Preserve playground, a letter that Gordon Shilling will be presenting to possible donors for the Ogden Field project and the status of the MTC space at the Met.

OLD BUSINESS:

- A. **Trail Paving Resolution** – Director Wise reviewed information that was approved in the October meeting with the Division of Highways. The DOH is asking for passage of an official resolution of the same. Director Wise presented the resolution and asked for the Board to approve. Sera Zegre motioned for approval of the resolution. Nancy Ganz seconded. Motion passed unanimously.

NEW BUSINESS:

- A. **Athletic/Ice Arena Manager** – Director Wise advised the Board that Gordon Shilling would be retiring in February. BOPARC has followed City protocol historically, and posted positions internally to all full time employees to determine if there are qualified and/or interested candidates. Larry Casteel expressed interest in the position and was a highly qualified individual

and BOPARC's only internal candidate. Mr. Casteel completed the application and interview process and Director Wise recommended to the Board that:

1. The job description for the position of Athletic League/Ice Arena/Sports Arena Manager be approved for management of the position.
2. That the Board accept the recommendation of Mr. Casteel for the position at the salary Director Wise indicated in his report (\$40,500) to begin January 20, 2014.

Ron Justice moved and Marti Shamberger seconded to approve the position description. Motion passed unanimously.

Marti Shamberger moved and Ron Justice seconded approval of Director Wise's recommendation. Motion passed unanimously.

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

Board Comments: President Clonch thanked the staff for their work in 2013.


Adjournment: Ron Justice motioned for adjournment and meeting adjourned at 7:25 PM.

Melissa Burch

1/15/14

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

Date


Approval Acknowledged, Robert Clonch, Board President

1/23/14

Date