

Minutes of the June 23, 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 5:05pm

Establish Quorum: Board Members Present – Robert Clonch, Ron Justice, Nancy Ganz, Jenny Selin, Sera Zegre (arrived at 5:14pm), Ed Cordwell. Board Members Not Present – Denver Allen. Staff Present – Melissa Burch and Brooke McKinney. Ex-Officio Treasurer Jim Goff was present.

Minutes: Ron Justice moved to approve the May Meeting minutes and Jenny Selin seconded. The motion passed unanimously.

Oral Communications: Bill Kawecki was present to observe. Judy Semlar was also present.

Dennis Chambers – Madigan Avenue Wall Synopsis – Mr. Chambers was approached by Margaret Roberts and Judy Semlar to request he take a look at the failed wall along Madigan Avenue. He assessed the wall and determined why the wall failed. Over the years, the drainage system installed, when the wall was built in the early 1900s, broke down and caused the wall to fail. Mr. Chambers believes that a wall could be rebuilt in the area but would need to be engineered to correctly prevent any drainage issues. The board recommended that Director Burch speak with City Manager Mikorski about receiving assistance with the engineering study.

Correspondence: No correspondence was reviewed.

Financial Report: Director Burch presented the financial report. Mr. Goff noted just a few items in regards to the end of the fiscal year. There are two end of year bills that will reduce the overall profit for the fiscal year. Director Burch also discussed the issue of the severely outstanding bills and will be meeting with Mr. Goff later in July to review and pursue the collection of those outstanding bills. Nancy Ganz moved to accept the financial report and Ron Justice seconded. Motion passed unanimously.

Executive Director's Report:

New Business:

- **Rules & Regulations Updates** – Director Burch reviewed the updates to the rules and regulations based on overall changes since BOPARC's inception and to address current federal, state and municipal code legislation. The board discussed the updates. Ed Cordwell moved to accept the updates to the policies as presented. Ron Justice 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 employee(s), called for the Board to enter into Executive Session at 6:13pm. Motion passed unanimously.

- The regular session resumed at 6:25pm.

Ron Justice motioned to approve the updated organizational chart. Nancy Ganz seconded the motion. Motion passed unanimously.

Nancy Ganz motioned to approved the updated job description for the Associate Director – Facilities, Maintenance, Park Development as presented. Ron Justice seconded the motion. Motion passed unanimously.

Ron Justice moved to accept the updated longevity chart and compensation chart. Jenny Selin seconded the motion. Motion passed unanimously.

Board Comments: Ron Justice mentioned that WVU students will be doing volunteer work August 14-16. He requested that any projects that BOPARC may have be sent to him in the next week.

Adjournment: Ed Cordwell motioned for adjournment at 6:31pm and Nancy Ganz seconded. Meeting adjourned by unanimous agreement.

Brooke McKinney

Respectfully Submitted, Brooke McKinney, Secretary to the Board

7/28/16

Date

Robert Clonch

Approval Acknowledged, Robert Clonch, Board President

8/25/16

Date