

Minutes of the March 23, 2017 Meeting of the Board of Park and Recreation Commissioners
Location: Marilla Recreation Center, Morgantown, WV

Call to Order: Meeting was called to order at 4:07pm.

Establish Quorum: Board Members Present – Robert Clonch, Ron Justice, Jenny Selin, Nancy Ganz (via phone 4:14pm, left at 4:34pm), Quorum was established at 4:14pm. Ed Cordwell (arrived at 4:18pm). Board Members Not Present – Denver Allen, Sera Zegre. Staff Present – Melissa Burch, Roger Moss, and Brooke McKinney. Ex-Officio Treasurer Jim Goff was present.

Minutes: Ron Justice moved to approve the February 23, 2017 Meeting minutes and Nancy Ganz seconded. The motion passed unanimously.

Oral Communications: City Attorney Ryan Simonton, Thrasher Group Representative Sam Rich, and 3 WVU Students from Forestry 438 were at the meeting to observe.

Correspondence: No correspondence was reviewed.

Financial Report: Nancy Ganz moved to accept the financial report and Ron Justice seconded. Motion passed unanimously.

Executive Director's Report: Director Burch reviewed her report.

Unfinished Business:

- **Youth Baseball Contract** – Director Burch asked the board to approve the final contract with Morgantown Pony Baseball League. The per participant fee based on last year's registrations is \$8.75 per participant. Other details of the contract remain unchanged since the first draft, including 50/50 split of third party rentals, 80% to Morgantown Pony Baseball League and 20% to BOPARC for concession sales. The City Attorney has reviewed the contract. Jenny Selin motioned to accept the Youth Baseball Contract as presented. Ron Justice seconded. Motion passed unanimously.

New Business:

- **Softdrink Vendor Contract Award** – Coca Cola came in with the best Softdrink Vendor RFP. Director Burch requested permission to enter into a contract with Coca Cola based on the City Attorney's adjustments to the original contract. Ron Justice motioned to allow Director Burch to sign the contract with Coca Cola. Jenny Selin seconded the motion. Motion passed unanimously.
- **Zamboni Maintenance Expenditure** – The board was presented with a synopsis of all the repairs needed for the zamboni. The total estimate on transportation, service, and repairs is \$11,900. Ed Cordwell motioned to approve the service and repairs to the zamboni up to the amount of \$11,900. Ron Justice seconded the motion. Motion passed unanimously.
- **Carry-Over Reclassifications** – Jim Goff and Director Burch have worked together to come up with a final number of carryover dollars that BOPARC has had for the past couple of fiscal years. Jim Goff presented the process by which carry-over is determined and advised that the amount of carry-over based on our financials and post-audit is \$95,000. Mr. Goff also stated that due to cashflow and the unpredictable nature of our budget due to funding sources, weather and other factors, he strongly recommends a conservative approach to allocating carry-over for immediate use. He advised that a comfortable amount for use would be \$40,000. Of the \$40,000 that could be reallocated for use, Director Burch requested the board approve a number of projects. After Director Burch reviewed them Ron Justice motioned to reallocate the \$40,000 carryover as follows: Repair and reinstall Dorsey's Knob Spirit Wall \$5,495; match for the replacement of the WVU

Hospitals Fit Stop Stations along the Caperton Trail \$4,870; Ballfield maintenance in the amount of \$29,635. Ed Cordwell seconded the motion. Motion passed unanimously.

- **HRM Programming RFP Award** – The HRM Programming group received an RFP from WVU College of Creative Arts. Director Burch recommended that the Board accept the proposal and allow the HRM Programming Group to solidify the performers and coordinate final dates with WVU. Ron Justice moved to accept the Hazel Ruby McQuain Programming Proposal from WVU College of Creative Arts and to allow the HRM Programming Group to move forward. . 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 employee(s), called for the Board to enter into Executive Session. Ed Cordwell motioned and Ron Justice seconded for the Board to enter the Executive Session at 4:34pm. Motion passed unanimously.

- The regular session resumed at 4:51pm.
- **Appointments and Transfers** – Director Burch recommended the following appointments:
 - Thomas Moore to fill Superintendent of Vehicles, Mechanical Equipment, Playgrounds, and Pools, no classification change needed, effective April 10, 2017
 - Larry Casteel to fill Superintendent of Athletics, Lodge Support, Trails, and Turf, no classification change needed, effective April 10, 2017
 - Greg Travinski to fill Superintendent of Seasonal Facilities and Recreational Activities, classification change effective July 1, 2017 @ \$19.23 per hour

Ron Justice moved to approve the appointments as presented by Director Burch. Jenny Selin seconded the motion. Motion passed unanimously.

Board Comments: Jenny Selin discussed that City Council is interested in putting money towards programming at Hazel Ruby McQuain Park and would like to have two representatives from the city added to the committee as an update to the agreement. Through discussion of the matter, it was relayed that the committee had discussed at the last meeting and members were in favor of this. City Manager Brake had also spoken with members of the committee and planned additions were those of Jenny Selin and Jay Redmond.

President Clonch mentioned that he and Director Burch met with the new City Manager and it was a very good meeting.

Adjournment: Ron Justice motioned for adjournment at 5:10pm and Bob Clonch seconded. Meeting adjourned by unanimous agreement.

Brooke McKinney

Respectfully Submitted, Brooke McKinney, Secretary to the Board

4/27/17
Date

Robert Clonch
Approval Acknowledged, Robert Clonch, Board President

4/27/17
Date