

Minutes of the May 28, 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 5:06pm

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

Minutes: Ron Justice motioned to approve the April Meeting minutes and Nancy Ganz seconded. April minutes approved unanimously.

Oral Communications: Steve Stathakis, project coordinator for the Morgantown History Museum Flatboat Project, was present to give the board an update on the proposed project. The plan is to build a museum quality flatboat in an area near the Monongahela River. The project has reached the stage where the group is beginning to apply for permits. Mr. Stathakis answered the questions presented by the Board Members. Director Burch informed Mr. Stathakis that she would set up a meeting with the City Manager to see what the next steps would be.

Correspondence: Director Burch reviewed correspondence.

Financial Report: The new interim finance director at the City of Morgantown will present a financial report at the June meeting.

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

New Business:

- **Memorial/Donation Policy** - Director Burch has developed a memorial/donation policy for BOPARC. Ed Cordwell motioned to approve the new memorial/donation policy. Ron Justice seconded. Motion passed unanimously.
- **Sponsor/Partner Policy** - Director Burch reviewed the new sponsor/partner policy. This policy will help to alleviate any problems with forming partnerships and streamline the process. Ed Cordwell motioned to approve the sponsor/partner policy. Nancy Ganz seconded. Motioned passed unanimously.
- **Vehicle Use Policy** - The change to the vehicle use policy in the personnel policies was presented. Nancy Ganz motioned to approve the update to the vehicle use policy and Ron Justice seconded. Motion passed unanimously.
- **Jack Roberts Wall Collapse** - Director Burch reviewed the quote from Anderson Excavating on work on sloping the hill at Jack Roberts Park in the area of the wall collapse.
- **Morgantown Marathon HRM Request** - Jamie Summerlin met with Director Burch about the upcoming Morgantown Marathon. The Morgantown Marathon has requested the use of the Hazel Ruby McQuain Amphitheatre on September 19th for some of their smaller races. Ron Justice motioned to approve the use of the Hazel Ruby McQuain Amphitheatre for the Morgantown Marathon. Nancy Ganz seconded. Motion passed unanimously.
- **Tennis Court Resurfacing Invoice** - The low bid to resurface the tennis courts was more than the amount in the tennis court resurfacing fund. The low bid was \$36,975 which was approved by the board earlier this year and the amount in the tennis fund is \$23,857. Director Burch requested approval of the transfer of \$13,117.99 from Hotel/Motel Funds to make up the difference. This will come out of the contingency and leave a balance of \$5,000. Ed Cordwell motioned to approve the transfer of funds and Ron Justice seconded. Motion passed unanimously.

Board Comments: Director Burch gave an update on the steer from Dorsey's Knob Park. Unfortunately, the steer has been diagnosed with lymphoma and will have to be euthanized.

Adjournment: Ed Cordwell motioned for adjournment at 6:02pm and Ron Justice seconded. Meeting adjourned by unanimous agreement.

Brooke McKinney

6/25/15

Respectfully Submitted, Brooke McKinney, Secretary to the Board

Date


Approval Acknowledged, Robert Clonch, Board President

6/25/15
Date