

**Minutes of the March 26, 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 5:03pm

**Establish Quorum:** Board Members Present – Bob Clonch, Marti Shamberger, Sera Zegre, Nancy Ganz, and Ed Cordwell. Board Not Present – Denver Allen and Ron Justice. Staff Present – Melissa Burch, Brooke McKinney, Joe Kaehler. Ex-Officio Treasurer J. R. Sabatelli also present.

**Minutes:** President Clonch brought a correction to the attention of the board on the February Minutes. The amendment was to change the wording for the hiring of Charles McDonald from an annual salary of \$10 to an hourly rate of \$10. Marti Shamberger motioned to approved the amended minutes and Nancy Ganz seconded. February minutes approved unanimously.

**Oral Communications:** Nikki Bryne Hoffman, Secretary of the Woodburn Commission, was present to discuss the Woodburn School Redevelopment Plan. The commission is requesting BOPARC's partnership to manage the property before the plan is submitted to the City of Morgantown. The rehabilitation project will consist of three phases. The commission is currently seeking community partnerships and funding. The Board recommended that Woodburn Commission continue to work with Director Burch on any proposals made to BOPARC for any type of assistance or partnership.

**Correspondence:** No correspondence was reviewed.

**Financial Report:** J.R. Sabatelli presented the Financial Report answered questions to the same.

Marti Shamberger motioned and Nancy Ganz seconded for approval of the Financial Report. Motion passed unanimously.

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

**New Business:**

- **Tennis Court Resurfacing Bids:** BOPARC accepted bids for the resurfacing of the Marilla Tennis Courts. Vasco Sports Contractors came in as the low bid at \$36,975. Director Burch requested approval the bid by Vasco. Ed Cordwell motioned to approve the tennis court resurfacing and Marti Shamberger seconded. Motion passed unanimously.
- **2015/2016 Operating Budget Draft:** Director Burch reviewed the 2015/2016 operating budget as presented in the board packet. The budget is down approximately 1% from last fiscal year's budget. Ed Cordwell motioned to approve the 2015/2015 Operating Budget Draft and Marti Shamberger seconded. Motion passes unanimously.
- **2015/2016 Hotel/Motel Budget Draft:** Director Burch presented the 2015/2016 Hotel/Motel Budget Draft. The total estimated amount for the Hotel/Motel Allocation will be \$218,7500. The recommendations are as follows: \$45,000 Morgantown History Museum, \$40,000 Met Theatre, \$30,000 Summer Fun Series, \$30,000 Dorsey's Knob Improvements, \$40,000 Capital Improvements to Revenue Generating/Visitor Based Facilities, and \$33,750 unallocated. Ed Cordwell motioned to approve the 2015/2016 Hotel/Motel Budget Draft and Marti Shamberger seconded. Motion passed unanimously.
- **Bass Tournament Hotel/Motel 2014/2015:** The current fiscal year's hotel/motel budget does not include an earmark for the upcoming Bass Tournament. At this time, no request has been received but Director Burch indicated that we expected to receive one and asked the Board if they would like her to honor their request for a \$5,000 sponsorship this year. The board discussed the sponsorship and requested of Director Burch information on exchange of services with other partnerships in which we sponsored events, such as MRTC. Also discussed was the overall budget and BOPARC's own efforts to support visitors to the community, such as improvements to Dorsey's Knob and our summer series. Ed Cordwell motioned to decline sponsorship of the Bass Tournament should a request be received and Marti Shamberger seconded. Motion passed unanimously.
- **Updated DK Job Description:** Director Burch reviewed the updated job description for the Dorsey's Knob Caretaker as presented in the board packet. Sera Zegre motioned to approve the

revised job description for the Dorsey's Knob Caretaker and Nancy Ganz seconded. Motion passed unanimously.

**Board Comments:** Director Burch provided the board with an update on the longhorns from Dorsey Knob Park. The smaller longhorn is ill and will be getting a visit from the Vet to determine the cause of the illness. The board requested Director Burch keep them updated on the health of the longhorn.

**Adjournment:** Marti Shamberger motioned for adjournment at 6:04pm and President Clonch seconded. Meeting adjourned by unanimous agreement.

Brooke McKinney

04/23/15

Respectfully Submitted, Brooke McKinney, Secretary to the Board

Date



4/23/15

Approval Acknowledged, Robert Clonch, Board President

Date