MINUTES

JANUARY 16, 2014

The Regular Meeting of the City of Clarksburg Board of Park Commissioners was held on Thursday, January 16, 2014 at 4:00 p.m. The Meeting was held at the Park Office located at 1 Clarksburg Park Way, Nutter Fort, West Virginia.

MEMBERS PRESENT	Mark Audia, President John Angiulli, Vice President Michael Shaffer James Larry Kelley Davisson
ALSO PRESENT	John Cooper, Superintendent.

MOTION Mr. Shaffer, seconded by Mr. Angiulli and unanimously passed to amend the agenda to include Proposed 2014-15 General Fund Budget and Pool Bathhouse project.

MINUTES

MOTION by Mr. Angiulli, seconded by Ms. Davisson and unanimously passed to accept the Minutes of the Regular Meeting of December 19, 2013 as presented.

FINANCIAL REPORTS

Mr. Audia sent questions to the Superintendent regarding the Financial Reports and was reviewed and answered by email with one question regarding the ratio of the Worker's Comp for each Department was little off. Mr. Larry explained the payments are set not by wages and then the next payments will be adjusted accordingly. The Superintendent will check with the City regarding the Worker's Comp payment.

MOTION by Mr. Shaffer, seconded by Ms. Davisson and unanimously passed to accept the Financial Reports as presented.

SUPERINTENDENT'S REPORT

Splash Zone

Paddock Pool Company has forwarded an estimate to make the renovations to the pool slide to Miracle Recreation Company. Mr. Shaffer recommended a deadline of April 1, 2014 for Paddock Pool Co. to install the pool slide.

The Crab Slide will be shipped next week. Continue to work on Clownfish Slide and Spray Delivery.

Advertisements have been placed for staff as well as posters placed at all area High Schools. Contact will be made with area swim team coaches informing them of management openings and guard openings.

Louis Johnson VAMC Parking

The VAMC has informed me that they continue to work on documents for the lease of additional parking spaces at Veteran's Memorial Park.

Bathhouse Project

A meeting was held with WYK, Allegheny Design, City Construction and Absolute Service regarding the ventilation issues in the Concession Stand. Allegheny Design has agreed to provide a list of alternatives to correct the problem.

City Construction is working on the heater in the concession stand.

City Construction has requested release of the final payment for the Bathhouse Contract in the amount of $11,940.75.

This will discussed further under Old Business

SUPERINTENDENT'S REPORT (CON'T)

LWCF Grants

Specifications for the Laminated Curved Beam Shelter have been completed and the project is out to bid with a Bid Opening scheduled for February 4, 2014.

Cost estimates for the Splash Zone Lighting System from Musco have been received in the amount of $72,900. This amount is considerably higher than the budget. The Superintendent with explore all options.

Awaiting additional information to bid Amphitheater Shelter project.

The New LWCF grant applications were mailed on December 27, 2013; as stated earlier two applications were made to improve our chances of obtaining a grant.

2014-15 General Fund Budget

2014-15 General Fund Budget will be discussed under Old Business.

Amphitheater

Tyler Farr has been booked for July 5 and offers have been made on Jon Pardi and Eric Pasley and continue to work on additional events for 2014.

Ms. Abbott and the Superintendent met with Bridgeport and Clarksburg officials to discuss having a reception for the WV Municipal League Conference in August. The event will consist of a pool party at "Splash Zone" and possibly a concert at the Amphitheater. The Superintendent explained that Thursday is when the "Music in the Parks" Concert Series is held and they would come up with the funds and the Parks could include that as one of their "Music in the Parks" resulting in a free concert.

Playground Equipment Purchase

The Playstructures have been delivered.

Community Partnership Grants

Dog Park Drinking Fountain and Water Line Installation will be beginning as soon as possible. A purchase order has been issued for dog park equipment.

New grant applications will be submitted to include: Pool Parking Area Paving, CCP Soccer Field Lighting and Aquatic Center Supplies and Materials.

Veteran's Memorial Park Water Line Projects

The Clarksburg Water Board has agreed to install water line with the Board purchasing materials.

A list of material is being compiled at this time with work being started as weather permits.

Friends Group

Continue to work with the buyer of the Highland Property to finalize sale.

Friends 2013 IRS filing has been completed.

Pratt & Whitney has made a $500 donation to the Friends Group.

SUPERINTENDENT'S REPORT (CON'T)

Miscellaneous

Estimates are being secured for HVAC upgrades to the Bathhouse and Amphitheater Concession/Restrooms.

Applications are currently being accepted for summer employment.

We have identified stumps in parks and playgrounds for removal. Estimates are being secured at this time.

Contact has been made with Time Warner Cable regarding the continuation of their sponsorship of the Amphitheater.

Meeting has been scheduled for January 25 at the River Bend Mini Golf Building with Little League and Pony League Presidents and Board Members to discuss issues including field use. The Superintendent met Chad Barker, President of Clarksburg Central Little League and stated that they had 120 kids last season but also included t-ball, c-ball and softball.

Mr. Barker did state they would help contribute back for the installation of lights on the baseball field and they would be able to pay the rental fee of $250.00 per season.

The Mayor's Fitness Trail has been opened by Orders Construction with drain work to be completed when weather permits.

The Superintendent along with Mr. Shaffer had a conference session with City Council and went over "Splash Zone", Amphitheater and Special Revenue Fund financial reports.

City Council has requested to look into the possibility of using prison labor to clear portions of Lowndes Hill Park.

JRod's Vending has accepted the option year of our Amusement Game Contract.

The Superintendent received schedules from Salem College and Notre Dame High School for the 2014 Loria Field Baseball Season.

The Superintendent states that the Harrison County School Board is conducting an on-line survey for their 2014-15 School Year and everyone can fill out this survey and vote on the school calendar. The Superintendent may meet with the school board to discuss the problems of starting school on August 4th.

Requests

The Superintendent requests permission to purchase a Ford F-250 Truck from Thornhill Ford under the WV State Contract in the amount of $22,962. This vehicle will be placed at Veteran's Memorial park and continue our vehicle replacement program and will be discussed under New Business.

MOTION by Mr. Angiulli, seconded by Ms. Davisson and unanimously passed to accept the Superintendent's Report as presented.

OLD BUSINESS

MOTION by Mr. Angiulli, seconded by Mr. Shaffer and unanimously passed to enter into Executive Session at 4:50 p.m. to discuss personnel matters.

MOTION by Mr. Shaffer, seconded by Mr. Larry and unanimously passed to Resume the Meeting at 5:05 p.m.

MOTION by Mr. Shaffer, seconded by Mr. Angiulli and unanimously passed to approve the 2014-15 General Fund Budget.

OLD BUSINESS (CON'T)

A discussion was held regarding the Pool bathhouse. A meeting was held with WYK, Allegheny Design, City Construction and Absolute Service regarding the ventilation issues in the Concession Stand. A letter received from Allegheny Design proved a list of alternatives to correct the problem. The biggest issue at the Concession Stand is lack of air flow and his recommendations was to install a second fan in the storage part of the stand.

They also recommended an air conditioner unit in the Concession stand and a heating and air conditioner for the game room.

After a discussion was held, MOTION by Mr. Angiulli, seconded by Mr. Larry and unanimously passed to pay City Construction of the final payment for the Bathhouse Contract in the amount of $11,940.75.

NEW BUSINESS

The Superintendent presented to the Board the 2014 Proposed Rates and was reviewed and discussed. The Superintendent recommended establishing Active Military discount rates at Splash Zone and miniature golf courses providing proof of ID. After a discussion MOTION by Mr. Angiulli, seconded by Mr. Shaffer and unanimously passed to approve the 2014 Rates.

The Superintendent presented to the Board the 2014 Opening and Closing Dates and was reviewed and discussed. MOTION by Mr. Shaffer, seconded by Mr. Angiulli and unanimously passed to approve the 2014 Opening and Closing Dates.

After a discussion MOTION by Mr. Shaffer, seconded by Mr. Angiulli and unanimously passed to grant permission for the Superintendent to purchase a new Ford F-250 Truck from Thornhill Ford under the WV State Contract in the amount of $22,962.

Meeting adjourned at 5:35 pm.

Kellie Lewis, Secretary

Mark Audia, President