MINUTES **FEBRUARY 20, 2014**

The Regular Meeting of the City of Clarksburg Board of Park Commissioners was held on Thursday, February 20, 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 (arrived 4:45 p.m.) James Larry Kelley Davisson
ALSO PRESENT	Craig DeVall John Cooper, Superintendent

MINUTES

MOTION by Mr. Angiulli, seconded by Ms. Davisson and unanimously passed to approve the Minutes of the Regular Meeting of January 16, 2014.

FINANCIAL REPORTS

MOTION by Mr. Larry, 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 in the amount of $9,976 to make the renovations to the pool slide to Miracle Recreation Company. Miracle believes that this estimate is too high and is negotiating the price. All parties involved have been informed of the April 1, 2014 deadline for renovations.

The Crab Slide has been received.

Delivery of Clownfish Slide and Spray is scheduled for March 1.

Louis Johnson VAMC Parking

Spoke with Louise Grant, Associate Director of the Louis Johnson VAMC on Friday, February 7, at which time she informed me that they continue to work on documents for the lease of additional parking spaces at Veteran's Memorial Park and bids for the Parking Garage should go out in March of 2014. Also, their legal council had advised against a memorandum of understanding.

Mr. Angiulli stated that VAMC is considering putting up an 8' chain link fence and Mr. Angiulli stated that the fence would not be on the Park property.

Bathhouse Project

Estimates have been received from Absolute Service Construction for the heating/havoc projects listed below:

Bathhouse Concession Stand	$17,000.00
River Bend Golf Building	$16,500.00
Amphitheater Concession	$15,000.00

The Superintendent's recommendation is to complete the Bathhouse Concession Stand project at this time and as funds become available to complete the other projects.

GUESTS

Mr. Craig DeVall, a retired Air Force Veteran appeared before the Board with questions as to why there is not anything different especially the pool for Veteran's like admission fees. Mr. DeVall was told there is a discount for Active Military for admissions into the pool at a cost $7.00 discount with proof of ID.

He stated why the pool is on VA Property and charging Veteran's admission. He was informed by the Board that is was not VA Property and is owned by the City of Clarksburg; Mr. DeVall was misinformed.

The Board has offered patients at the VA Hospital the use of the Pool in the mornings for therapy, etc.

SUPERINTENDENT'S REPORT (CON'T)

LWCF Grants

Bids were opened for the Laminated Curved Beam Shelter on February 4, 2014 and bids received as follows and were discussed:

Green Site 40' x 68' Enwood Structure in the amount of $42,535 plus $975 for Add Alt #1 29 gau. Metal Roof.
Taylor Sports/Litchfield Industries 40' x 68' Litchfield Structure in the amount of $52,992 plus $2,056 for Add Alt #1 26 GAU Metal Roof.

This will be discussed further under Old Business.

A revised cost estimate for the Splash Zone Lighting System from Musco has been received in the amount of $46,982. This amount is considerable less than the last estimate in the amount of $72,900.

The Board directed the Superintendent to bid out the Lighting System for Splash Zone.

Awaiting weather to confirm measurements to bid Amphitheater Shelter.

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

Amphitheater

Tyler Farr has been booked for July 5 and offers have been confirmed for Eric Paslay/Josh Thompson/Frankie Ballard for May 23, 2014 at a total cost of $25,750 flat. Also off pre-confirmed on John Pardi for June 13 at $11,000 flat. We continue to work on additional events for 2014. The Superintendent presented the Board with a list of concerts and movies booked and a list of available acts for the 2014 summer season which was reviewed and discussed.

Park Mowing Equipment

Mr. Steve Lewis, Maintenance Coordinator approached the Superintendent with the idea of possibly leasing our mowing fleet resulting in a lower yearly cost and reduced expense of maintenance and repairs.

We met with a representative of Middletown Tractor and discussed lease/purchase options for the entire fleet. After a review of that estimate which was over $26,000 per year, I felt that amount was too large to be absorbed into our 5-year levy plan. The list was revised and the new lease amount for 5 years would be $14,621.80. At the end of the term we would own the equipment.

Along with Middletown Tractor quotes were also received from Bridgeport Equipment and Parc's Equipment.

The Superintendent presented to the Board a list of equipment to be purchased along with a list of equipment to be traded and a 3 year breakdown of expenditures of repairs and parts and was reviewed and discussed.

SUPERINTENDENT'S REPORT (CON'T)

A review of equipment to be leashed was reviewed and discussed.

The Bridgeport Equipment and Middletown Tractor presented the quotes on John Deere equipment and Parcs presented quotes on Kubota equipment. A breakdown of yearly lease costs:

Bridgeport Equipment -	$14,300.00
Middletown Tractor -	$18,544.00
Parc's Equipment -	$16,000.00

The Superintendent presented to the Board a list of 2014 Hiring Recommendations for the Summer Season. This will be discussed further under New Business.

Mr. Audia spoke with Ntellos regarding sponsorship in the amount of $15,000 for the Clarksburg Amp; he also presented a tier of sponsorship for upcoming show and also sponsor the "Movies in the Parks" this was reviewed.

Veteran's Memorial Park Water Line

A meeting was Held on Wednesday, February 12 with the Clarksburg Water Board, Thrasher Engineering and Mr. Steve Lewis, Maintenance Coordinator, who attended on my behalf.

Community Partnership Grants

Dog Park Drinking Fountain and Water Line Installation will begin as soon as possible. The Dog Park equipment has been received.

Miscellaneous

A meeting was held with representatives of the Pony League and Little League with Mr. Audia and Mr. Angiulli were present at the meeting. Pony League registrations are under way.

A Staff Meeting was held on February 11 to discuss a variety of issues.

Mr. Vend has been notified of the expiration of our Vending Machine Contract.

Requests

The Superintendent requested permission for Steve Lewis, Greg Newhouse and himself to attend a Certified Pool Operator Class in Vienna, WV on April 10-11, 2014. The certification is a WV Dept. of Health requirement.

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

OLD BUSINESS

MOTION by Mr. Shaffer, seconded by Mr. Larry and unanimously passed to award Contract 2014-01 to the low bid of Green Site, LLC in the amount of $42,535 plus $975 for a 40' x 68' Laminated Curved Beam Structure. Funds are to be derived from the Levy Fund and we will be reimbursed 50% from the LWCF Grant.

MOTION by Mr. Angiulli, seconded by Mr. Shaffer and unanimously passed to direct the Superintendent to bid out the HVAC/Heating Projects at the Splash Zone Concessions, VA Golf Amusement Building and Amphitheater.

NEW BUSINESS

MOTION by Mr. Angiulli, seconded by Mr. Shaffer and unanimously passed to direct the Superintendent to bid out specifications for the installation of the new shelter at the Veteran's Memorial Park.

MOTION by Mr. Shaffer, seconded by Mr. Larry and unanimously passed to direct the Superintendent to bid out the installation of the new shelter at the Clarksburg Amphitheater.

MOTION by Mr. Angiulli, seconded by Ms. Davisson and unanimously passed to enter into Executive Session at 5:16 p.m. to discuss contracts/agreements.

MOTION by Mr. Angiulli, seconded by Mr. Larry and unanimously passed to Resume Meeting at 5:36 p.m.

MOTION by Mr. Shaffer, seconded by Ms. Davisson and unanimously passed to permit the Pony League use of the baseball fields at Veteran's Memorial Park on Wednesdays and Sundays during their season.

After a discussion was held, MOTION by Mr. Larry, seconded by Ms. Davisson and unanimously passed to approve the Hiring List recommendations as submitted by the Superintendent.

Meeting adjourned at 6:43 PM.

Kellie Lewis, Secretary

Mark Audia, President

MINUTES **MARCH 20, 2014**

The Regular Meeting of the City of Clarksburg Board of Park Commissioners was held on Thursday, March 20, 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 Kelley Davisson
MEMBERS ABSENT	James Larry, Excused
ALSO PRESENT	John Cooper, Superintendent John Romano, Pony League Adam McPherson, Pony League Chad Barker, Little League

GUESTS

Mr. John Romano and Adam McPherson with the Pony League appeared before the Board to discuss Pony League ball field issues.

Mr. Romano handed information to the Board and was reviewed and discussed. Mr. Romano stated that there are 389 registered paid kids signed up the League to date. He also presented a breakdown of attendance and residents of Clarksburg.

Pony League is requesting use of the VA Park fields three days per week, not including Sundays.

Mr. Chad Ballard, President of Clarksburg Little League, appeared before the Board to inform them of league registration and practice schedules.

MOTION by Ms. Davisson, seconded by Mr. Shaffer and unanimously passed to enter into Executive Session at 5:23 p.m. to discuss the request of Pony League.

MOTION by Mr. Shaffer, seconded by Ms. Davisson and unanimously passed to Resume Meeting at 5:34 p.m.

MINUTES

MOTION by Mr. Angiulli, seconded by Ms. Davisson and unanimously passed to approve the Minutes of the Regular Meeting of February 20, 2014.

FINANCIAL REPORTS

Motion Mr. Angiulli, seconded by Mr. Shaffer and unanimously passed to accept the Financial Reports as presented.

SUPERINTENDENT'S REPORT

"Splash Zone"

Miracle Recreation will complete the remediation of the lap pool slide on or near April 1. The Superintendent spoke with Mr. Chuck Taylor from Miracle and the parts to complete the project have been ordered and project will begin when received.

The staff approved at our last meeting have been informed of their hiring. We have 12 guards enrolled in the lifeguard class at the YMCA in March. There will be another 4-8 enrolled in the April Class.

The Staff Orientation has been scheduled for May 3, 2014.

Awaiting delivery of Clownfish Slide and Pelican Spray.

SUPERINTENDENT'S REPORT (CON'T)

Louis Johnson VAMC Parking

The Superintendent spoke with Louise Grant, Associate Director of the Louis Johnson VAMC on February 7, at which she informed him that they will continue to work on documents for the lease of additional parking spaces at Veteran's Memorial Park and bids for the Parking Garage have been released.

2014-15 General Fund Budget

The Superintendent presented to the Board the 2014-15 General Fund Budget with minimal increases in our line items with no fund for Office Roof Replacement and was reviewed and discussed

Bathhouse Project

After reviewing the City of Clarksburg's Purchasing/Bid Guidelines, the HVAC Projects do not have to be bid. Three estimates would be needed to conform to the guidelines. The Superintendent is in the process of obtaining the required estimates.

LWCF Grants

One of the grant applications from another city has dropped out thereby increasing our odds of obtaining additional funds on our current LWCF Grant Applications.

Amphitheater

Tickets went on sale on Monday, March 17 for the Eric Paslay/Josh Thompson/Frankie Ballard concert for May 23. Prices will remain at $20 general admission and $25 reserved. Tickets sales are going slow and will contact WBOY for advertising and also working with Chris Audia to push on the ticket sales.

Park Mowing Equipment

The mowing equipment will be delivered the week of March 24th.

Veteran's Memorial Park Water Line

The Superintendent will meet with the Clarksburg Water Board staff to finalize the water line replacement project.

Community Partnership Grants

Dog Park Drinking Fountain and Water Line Installation will begin as soon as possible. The dog park equipment has been received and installed at the park.

Miscellaneous

The Superintendent spoke with Bridgeport Parks and Recreation regarding their Veteran's Policy. They had previously allowed veteran's to "lap swim" free of charge in the mornings prior to pool opening. Also, they did allow veteran's free admission years ago, but this was not an advertised program but one requested by a city council member and did not include family members. It is not permitted at this time.

Mary Hunt has executed the extension clause in her offer due to her need to complete a survey of the property. She has until April 4, 2014 to complete the purchase.

Mr. Frank Ferrari, Director of Finance has informed me that our share of the Levy in 2014-15 will increase to $461,575.20, this is an increase of $12,707.60 over 2013-14.

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

OLD BUSINESS

Consideration of Contract 2014-02 Amp Shelter with the following bids received:

Taylor Sports & Recreation:	
Shingle Roof	$21,772.00
26 gau metal roof	$23,767.00
Sandy's Hardware:	
Shingle Roof	$28,995.00

MOTION by Mr. Shaffer, seconded by Mr. Angiulli and unanimously passed to accept the low bid from Taylor Sports & Recreation in the amount of $21,772.00 for Contract 2014-03 Amp Shelter.

Consideration of Contract 2014-03 Splash Zone Lighting with the following bid received:

State Electric & Supply Co.	$49,454.75

After a discussion, MOTION by Mr. Angiulli, seconded by Mr. Shaffer and unanimously passed to table bid for Contract 2014-03 was tabled until next regular meeting and the Superintendent will obtain estimates for the installation.

MOTION by Mr. Angiulli, seconded by Mr. Shaffer and unanimously passed to giving a retired veteran with 20 or more years of service with I.D. free admission to the "Splash Zone".

Meeting adjourned: 5:55 p.m.

Kellie Lewis, Secretary

Mark Audia, President