

MINUTES**APRIL 17, 2014**

The Regular Meeting of the City of Clarksburg Board of Park Commissioners was held on Thursday, April 17, 2014 at 4:00 p.m. The Meeting was held at the Park Office located at 1 Clarksburg Park Way, Nutter Fort, West Virginia.

MEMBER PRESENT

Mark Audia, President
 John Angiulli, Vice President
 Michael Shaffer
 James Larry
 Kelley Davisson

ALSO PRESENT

John Cooper, Superintendent

MINUTES

MOTION by Mr. Angiulli, seconded by Mr. Shaffer and unanimously passed to approve the Minutes of the Regular Meeting of March 20, 2014.

FINANCIAL REPORTS

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

SUPERINTENDENT'S REPORT**Splash Zone**

Miracle Recreation has completed the retrofitting of the lap pool slide. The slide was moved 14" back and lowered 6".

Continue to interview staff.

Cleaning of the pool has begun with hopes of starting operations the week of May 5.

The Superintendent spoke with the Fountain People regarding delivery of the Clownfish Slide and Pelican Spray.

Employee Retirement

Mr. Karl Rieser, Park Manager, has submitted his letter of retirement effective June 30, 2014. Mr. Rieser has been employed by the Board for 40 years.

Louis Johnson VAMC Parking

No recent communications. We are experiencing parking issues in the upper lot with persons blocking gates and parking in no parking areas. Plan to ask the Clarksburg Police Dept. to issue citations on a routine basis.

HVAC/Heating Projects

Estimates have been received and will be discussed further under Old Business.

	Hendershot	Absolute Service	Starkey's
Pool Concession	\$9,500	\$17,000	\$8,950
Mini Golf Game Room	\$7,181	\$16,500	\$5,898.40
Amphitheater	\$9,500	\$15,000	\$8,950

MINUTES**APRIL 17, 2014****PAGE 2****SUPERINTENDENT'S REPORT (CON'T)****LWCF Grants**

The Superintendent stated that Park Board will be receiving both grants for the bleachers for the Amphitheater – walkway and shade structure for the Splash Zone.

The bleachers will have stairs and also handicap seating with a seating capacity of 1,200.

Awaiting installation estimate for the Veteran's Park Shelter and Amphitheater Shelter and Splash Zone Light Materials.

Amphitheater

Ticket sales continue for the Eric Paslay/Josh Thompson/Frankie Ballard concert for May 23. Radio advertising has begun.

In the next couple of weeks the John Pardi/Austin Webb concert for June 13, 2014 will be announced.

Park Mowing Equipment

Mow equipment has been received and is in use at this time.

Veteran's Memorial Park Water Line

Continue to work with the Clarksburg Water Board staff to finalize the water line replacement project.

Water fountain has been installed at the Dog Park.

Frank Loria Field

Games and concession operations are underway at the field.

Salem has purchased an infield tarp for Frank Loria Field; this was required for their conference games.

Miscellaneous

Pony League has requested the Board's assistance in the construction of a concession stand at Clarksburg City Park behind Frank Loria Field. They are requesting a concert pad and water/electric/sewer hookups. Also they have declined the use of the fields at Veteran's Memorial Park.

The Superintendent attended a meeting with Mike Queen, Jim Cava, Jr., Martin Howe, City Manager, Anthony Bellotte and John Nardelli regarding the potential construction of a baseball stadium in downtown Clarksburg.

Mary Hunt has requested an extension of her offer due to a title issue until June 30, 2014.

Todd Kiger has requested use of the soccer field at Clarksburg City Park for a free three day clinic for youth players.

A Doggie Easter Egg Hunt will be held on Saturday, April 26, 2014 at the Dog Park, Veteran's Memorial Park sponsored by the WV Dogs with funds to benefit the Dog Park.

MINUTES
 APRIL 17, 2014
 PAGE 3

SUPERINTENDENT'S REPORT (CON'T)

The Superintendent obtained quotes Stout Co. for a walk-in freezer for the Splash Zone Concession Stand:

6' x 6' walk-in freezer for \$7,055
 6' x 8' walk-in freezer for \$8,550
 8' x 8' walk-in freezer for \$9,500
 Regular 2-door freezer for \$4,000

This will be discussed further under New Business.

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

OLD BUSINESS

The Superintendent recommended to purchase HVAC for the Pool Concession Stand and the VA Mini Golf Building and hold off on the unit at the Amphitheater. After a discussion MOTION by Mr. Shaffer, seconded Mr. Angiulli and unanimously passed to purchase the HVAC from Starkey's to install HVAC at the Pool Concession Stand and the Clarksburg Amp in the amount of \$17,900.00. The board directed the Superintendent to obtain more information for HVAC at the Mini Golf regarding the size of unit.

NEW BUSINESS

After a discussion MOTION by Mr. Angiulli, seconded by Mr. Larry and unanimously passed to purchase a walk-in freezer for Pool Concession Stand not to exceed \$10,000.

MOTION by Mr. Angiulli, seconded by Mr. Shaffer and unanimously passed to enter into Executive Session at 4:52 p.m. to discuss Personnel Matters.

MOTION by Mr. Shaffer, seconded by Mr. Angiulli and unanimously passed to Resume Meeting at 5:04 p.m.

MOTION by Mr. Shaffer, seconded by Mr. Angiulli and unanimously passed to accept the letter of retirement from Mr. Karl Rieser.

After a discussion MOTION by Mr. Angiulli, seconded by Mr. Larry and unanimously passed to pay for the material to pour a pad, water line, sewer line and electric for a new concession stand at Clarksburg City Park as a request by the Pony League.

MOTION by Ms. Davisson, seconded by Mr. Larry and unanimously passed to adjourn meeting at 5:18 p.m.





MINUTES**MAY 14, 2014**

A Special Meeting of the City of Clarksburg Board of Park Commissioners was held on Wednesday, May 14, 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

MINUTES

MOTION by Mr. Angiulli, seconded by Mr. Shaffer and unanimously passed to approve the Minutes of the Regular Meeting of April 17, 2014.

FINANCIAL REPORTS

After a discussion MOTION by Ms. Davisson, seconded by Mr. Angiulli and unanimously passed to accept the Financial Reports as presented.

The Superintendent presented to the Board copies of daily sheets for the Pool/Mini Golf and recommended eliminating line items to stream line the reporting by combining the admissions to the Pool and Mini Golf also combining other line items and was reviewed and discussed.

This will be discussed further under New Business

SUPERINTENDENT'S REPORT**Splash Zone**

The pool filling began on May 5 and is completed.

All canopies, Funbrellas and winterization plus/caps, etc. have been installed and the facility is ready.

Staff Orientation was held on May 3 and additional training sessions have been scheduled.

Clownfish Slide and Pelican Spray have been installed.

The WV Dept. of Labor has conducted our annual slide inspection with all slides passing inspection.

MINUTES
MAY 14, 2014
PAGE 2

SUPERINTENDENT'S REPORT (CON'T)

Personnel Matters

With the retirement of Mr. Karl Rieser, Park Manager, personnel changes will be necessary. This will be discussed further under Old Business.

Louis Johnson VAMC Parking

The VAMC has been informed of the closing of the lower lot for employee parking as well as the dates of the major concerts and the parking restrictions that will accompany them.

The Superintendent also requested an update on the status of our new parking lease.

HVAC/Heating Projects

The concession stand a/c unit installation is nearing completion. Work will then begin on the Amphitheater a/c.

LWCF Grants

The park shelter was delivered the morning of May 14.

Waiting delivery date on the amp shelter.

Amphitheater

Ticket sales continue for Eric Pasaly/John Thompson/Frank Ballard concert for May 23.

Sales for the second concert on June 13, 2014 has begun.

Veteran's Memorial Park Water Line

Clarksburg Water Board staff is beginning water line installation May 8, 2014.

Community Partnership Grants

Dog Park Drinking Fountain and Water Line Installation project has been completed.

Frank Loria Field

Games and concession operations are underway at the field.

MINUTES
MAY 14, 2014
PAGE 3

SUPERINTENDENTS REPORT (CON'T)

Miscellaneous

Continue to work with Mr. Todd Kiger for a free three day clinic for youth soccer players.

The Friends Group did receive a \$1,000.00 from Dominion Foundation to be used for the Music in the Parks and/or Movies in the Parks.

Walk in freezer will be delivered soon after the floor at the concession stand is completed.

Mr. Audia requested an update on the painting of bridge at Splash Zone. The contractor inspected the bridges and informed the Superintendent that a crew would be coming to complete touch ups.

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

OLD BUSINESS

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

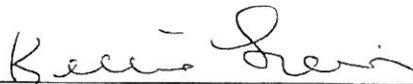
MOTION by Mr. Larry, seconded by Mr. Angiulli and unanimously passed to Resume Meeting at 5:05 p.m.

MOTION by Mr. Shaffer, seconded by Mr. Larry and unanimously passed to name Bill Riffle as Park Manager at a starting salary of \$36,667 per year, Don Richards, Jr. as Laborer at a starting salary of \$27,141 per year and Greg Newhouse as Heavy Equipment Operator at a salary of \$33,079 effective July 1, 2014.

NEW BUSINESS

After a discussion was held, MOTION by Mr. Shaffer, seconded by Mr. Angiulli and unanimously passed to accept the Special Revenue Fund changes as requested by the Superintendent.

Meeting adjourned at 5:25 pm.


Kellie J. Lewis, Secretary


Mark D. Audia, President

MINUTES

MAY 30, 2014

A Special Meeting of the City of Clarksburg Board of Park Commissioners was held on Friday, May 30, 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

AGENDA

Stealey Pool Request
 2014-15 Salary Resolution
 Discussion Amp Policy
 Little League

A letter was received from Stealey Recreation Center stating that they will no longer be continuing their efforts to keep Stealey Pool open. They are requesting the use of Splash Zone 25 meter pool for the Stealey Swim Team to practice from 8:45 am – 11:30 am Monday thru Friday.

The Superintendent stated the only problem with this request would be the maintenance crew cleaning the pool in the mornings. Plans are in place to purchase an automatic pool vacuum which would alleviate this concern. Also, he has with Mrs. Fubio that Splash Zone has only one lane, no lane markers, no starting blocks and the diving board will not be removed during their practices.

The Board stated that there are a lot of unanswered questions and the Superintendent placed a conference call with Ms. Fubio. Ms. Fubio stated that they have an average of 50 kids, typically did not staff lifeguards on duty during their practices and the season usually ends around mid-July.

After a discussion MOTION by Mr. Shaffer, seconded by Mr. Angiulli and unanimously passed to grant the request from the Stealey Swim Team to practice at the Splash Zone from 8am – 10:45 am at a fee of \$50.00 a day to offset wages for two lifeguards.

MOTION by Mr. Angiulli, seconded by Mr. Larry and unanimously passed to enter into Executive Session as 4:40 p.m. to discuss the 2014-15 Salary Resolution and Amp Policy.

MOTION by Mr. Angiulli, seconded by Ms. Davisson and unanimously passed to resume the meeting at 5:30 p.m.

MOTION by Mr. Angiulli, seconded Mr. Shaffer and unanimously passed to adopt the 2014-15 Salary and Wage Resolution as amended.

**MINUTES
MAY 30, 2014
PAGE 2**

After a discussion was held, MOTION by Mr. Angiulli, seconded by Ms. Davisson and unanimously passed to adopt the Amp Policies.

A discussion was held regarding Clarksburg Little League. The Superintendent talked with Kenny Smith who is the Vice President of the League stated that they did not have enough teams for the Little League All Star's and are looking into a Minor League All Star team and Girls' Softball Tournament.

The Superintendent spoke with John Romano with the Pony League who is requesting Mondays and Wednesdays or Wednesdays or Fridays use of the Central Little League Fields at Veteran's Memorial Park. Mr. Cooper will discuss the request with Little League.

After a discussion MOTION by Mr. Shaffer, seconded by Ms. Davisson and unanimously passed to direct the Superintendent to resolve issues with the Pony League.

The Board requested that they be informed of the Little League year end meeting to possibly attend.


Kelli Lewis, Secretary


Mark Audia, President

MINUTES**JUNE 24, 2014**

A Special Meeting of the City of Clarksburg Board of Park Commissioners was held on Tuesday, June 24, 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

MINUTES

MOTION by Mr. Larry, seconded by Mr. Angiulli and unanimously passed to approve the Minutes of the Regular Meeting of May 14, 2014 and Special Meeting of May 30, 2014 as presented.

FINANCIAL REPORTS

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

SUPERINTENDENT'S REPORT**Splash Zone**

The pool is in full operation with minimal problems.

A 2" Tee has broken on the automatic fill line. March Westin has been notified of the issued and is working to repair

Also, March Westin has been requested to present a plan for the paint issue on the bridges.

Louis Johnson VAMC Parking

The year to year lease with the VAMC is up for renewal. After review of the agreement, we have no termination option.

Amphitheater

Ticket sales continue for the Tyler Farr/Kaitlin Boytek Concert for July 5, 2014. As of today, 772 tickets have been issued.

Veteran's Memorial Park Water Line

Clarksburg Water Board staff has completed the water line installation.

Frank Loria Field

Games and concession operations continue.

Miscellaneous

Continue to work with Mr. Todd Kiger for a free three day clinic for youth soccer players.

The City of Clarksburg Board of Park Commissioners met on Tuesday, June 24, 2014 at 4:00 p.m. The meeting was held at the Park Office located at 1 Clarksburg Park Way, Nutter Fort, West Virginia.

MINUTES
JUNE 24, 2014
PAGE 2

SUPERINTENDENT'S REPORT (CON'T)

The shelter construction at Veteran's Memorial Park continues, with the floor pour scheduled for this Thursday.

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

OLD BUSINESS

MOTION by Mr. Angiulli, seconded by Mr. Larry and unanimously passed to extend the parking lease with the Louis Johnson Medical Center for one year upon review by the City Attorney.

NEW BUSINESS

After a discussion was held, MOTION by Mr. Larry, seconded by Mr. Angiulli and unanimously passed to authorize Shaffer Amusements to install an ATM machine at the Splash Zone and the Clarksburg Amphitheater during large concerts.

The Town of Nutter Fort has requested use of Clarksburg City Park for a July 4th Celebration. After a discussion was held MOTION by Mr. Angiulli, seconded by Ms. Davisson and unanimously passed to deny this request as the Board would request a 60 day notice of the event along with liability insurance policy, vendor list, police and fire protection.

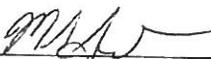
After a discussion was held, MOTION by Mr. Shaffer, seconded by Ms. Davisson and unanimously passed to approve the letter to City Council if a reply is not received by the end of business on June 27, 2014.

The July Regular Meeting was moved to July 24, 2014.

Meeting adjourned at 5:30 pm.



Kellie J. Lewis, Secretary



Mark D. Audia, President

MINUTES

AUGUST 14, 2014

A Special Meeting of the City of Clarksburg Board of Park Commissioners was held on Thursday, August 14, 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
James Larry

MEMBERS ABSENT

Michael Shaffer, Excused
Kelley Davisson, Excused

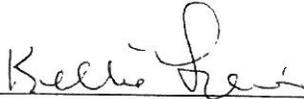
ALSO PRESENT

John Cooper, Superintendent

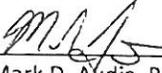
POOL COMPLAINT

After a discussion was held, MOTION by Mr. Larry, seconded by Mr. Angiulli and unanimously passed to request Mr. Greg Morgan, City Attorney investigate the complaint of Kiersten Ledsome against the Splash Zone and staff.

Meeting adjourned at 4:45 pm.



Kellie J. Lewis, Secretary



Mark D. Audia, President